Federal Award Recipient – Expenses, Reporting Periods, & Payment Requests

CDBG, HOME, NHTF

Table of Contents

In addition to the guidance below, help videos demonstrating the actions described in this guide are located on the DED AmpliFund Resources Page, under the applicable program (CDBG, HOME, NHTF) section http://opportunity.nebraska.gov/amplifund/.

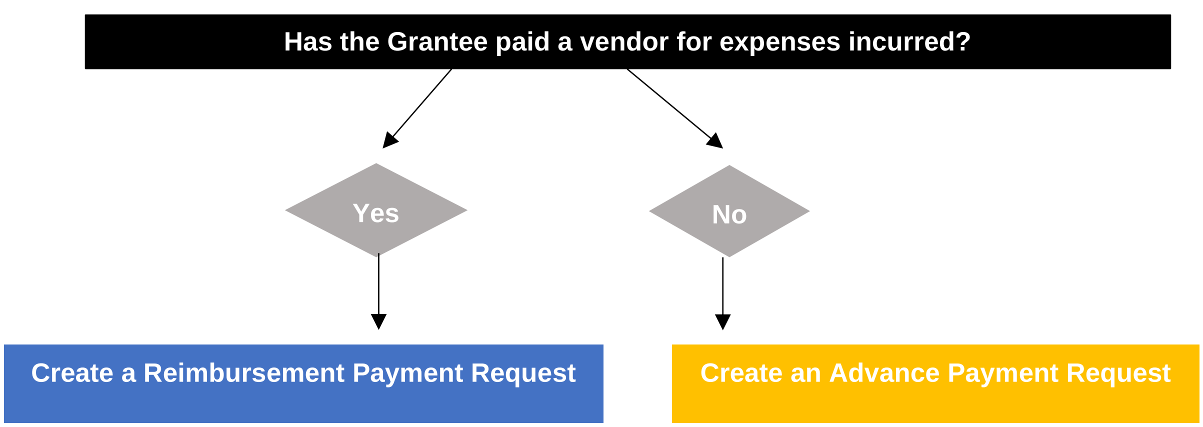
Summary

Every month, you will add expenses to track against your Budget. Each month, you will also be able to complete one Budget Reporting Period and submit one Reimbursement Payment Request (or drawdown). Multiple Budget Reporting Periods can be combined into one Reimbursement Payment Request.

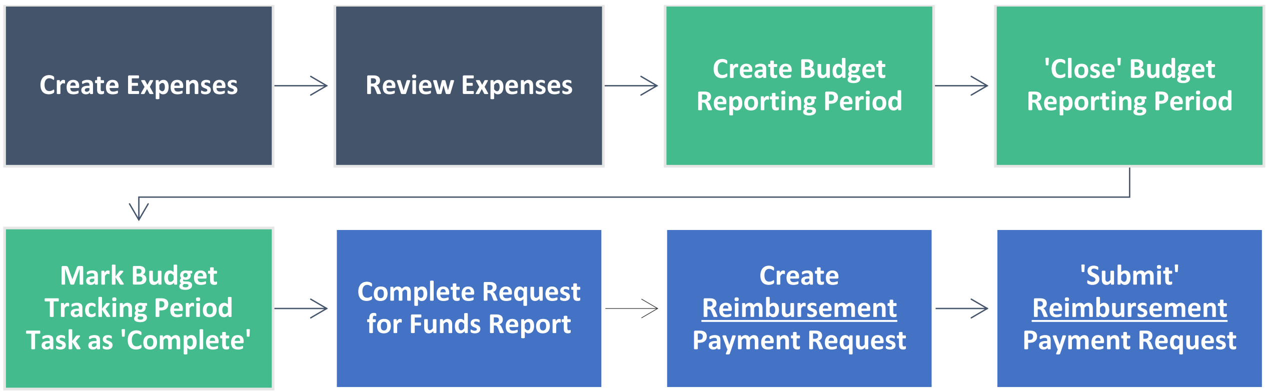
You may also submit one Advance Request per month.

If you do not have any expenses during a Budget Reporting Period time frame, you can close a Budget Reporting period with $0 in expenses.

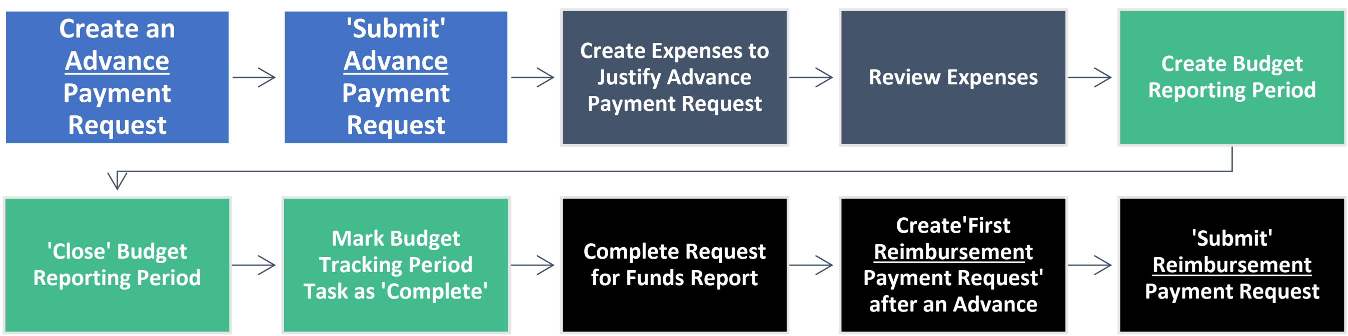
The first decision in the financial process is to determine whether a Reimbursement Payment Request or an Advance Payment Request will be created.



Steps to Submit a Reimbursement Request



Steps to Submit an Advance Payment Request



Types of Payment Requests

CDBG, HOME and NHTF accept both Reimbursement or Advance payment requests. Reimbursement Payment Requests are used when a Grantee has paid a vendor and has the source documentation. Advance Payment Requests are used when a Grantee has been invoiced by a vendor, but requires the grant funds to pay that vendor. There are different instructions for both these types of Payment Requests. You will need to submit a *separate* payment request for Reimbursements and Advances.

All Reimbursement Payment Requests must be associated with Budget Reporting Periods. You can only complete ONE Budget Reporting Period a month. Multiple Budget Reporting Periods can be combined into one Payment Request. Advances are NOT associated with Budget Reporting Periods. If in one month, you have expenses that need to be reimbursed and are also requesting an advance for invoiced expenses that haven't been paid yet, you will be able to do this by using both types of payment requests.

See How to Create a Reimbursement Payment Request for guidance on reimbursements.

See How to Create an Advance Payment Request and How to Create the First Payment Request After an Advance below for guidance about advances.

Budget Overview

Follow the steps below to view your budget:

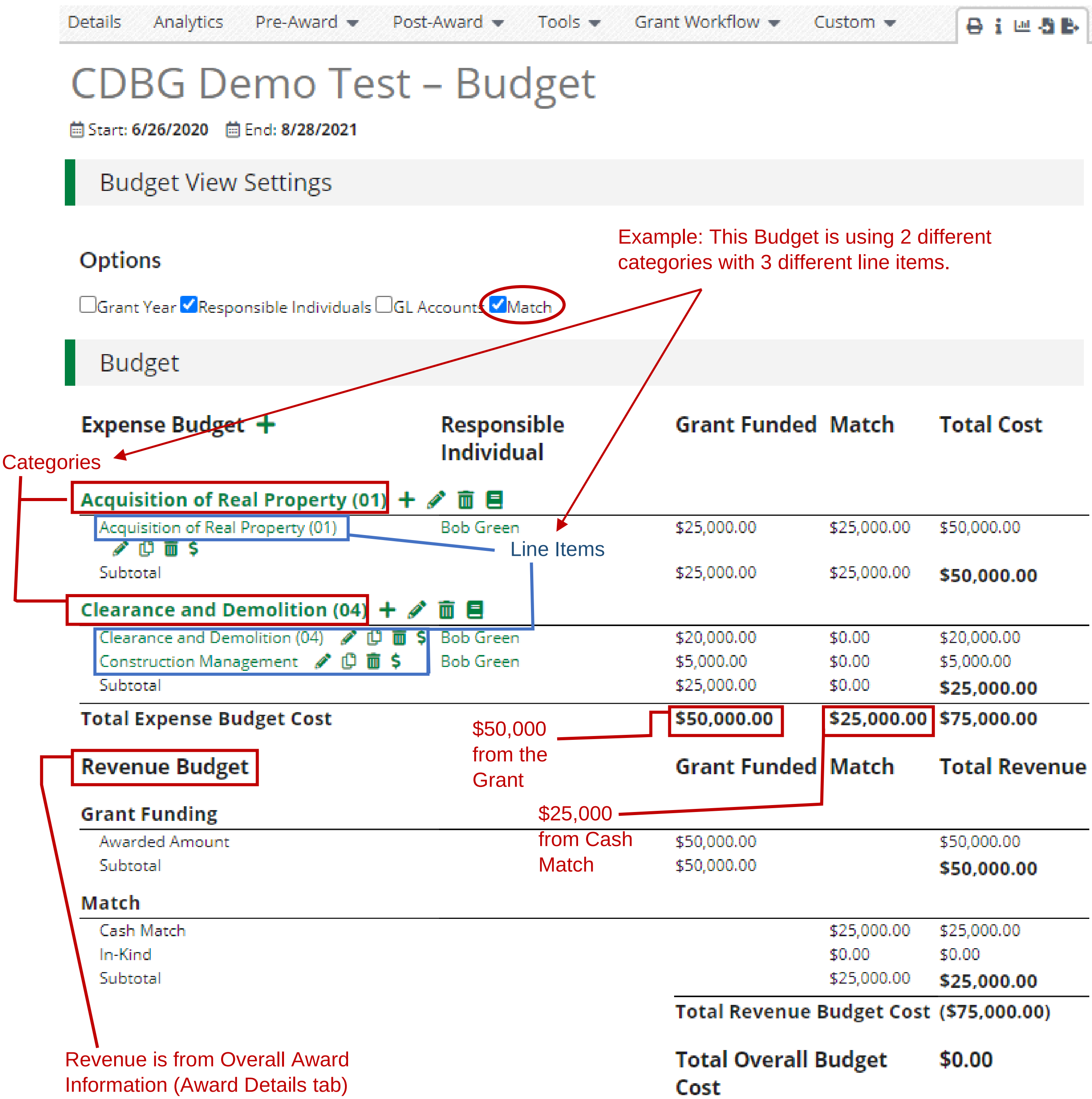
Navigate to the Award Screen

Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

1. From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]

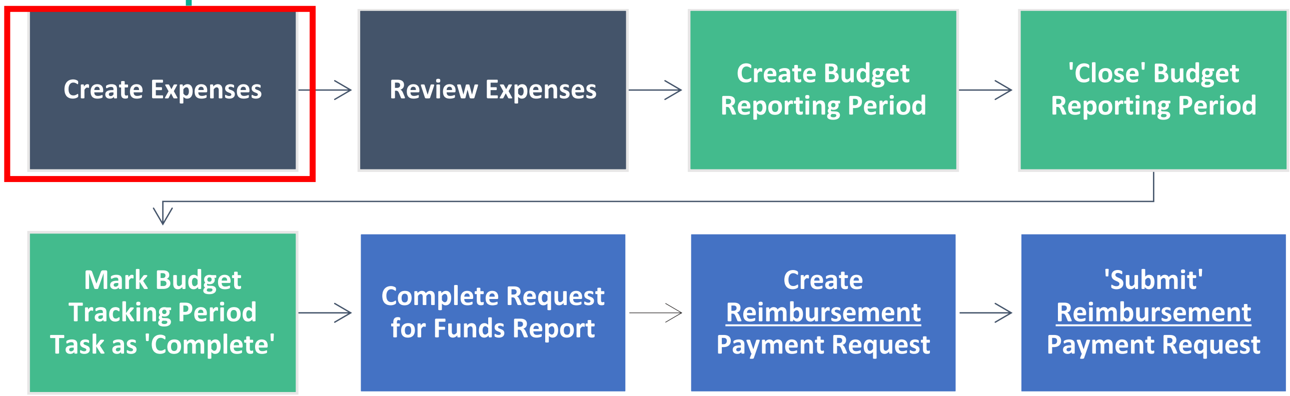
View Budget

2. To see your budget: Award Screen > Post-Award > Financial > Budget
   a. Select **Match** below the options to view the **Match** column.

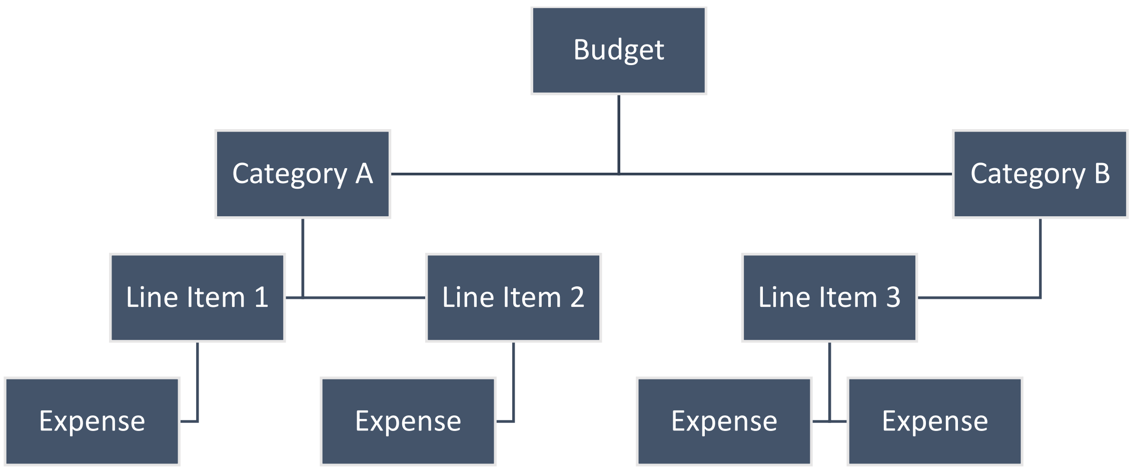


End of Budget Overview.

Create Expenses



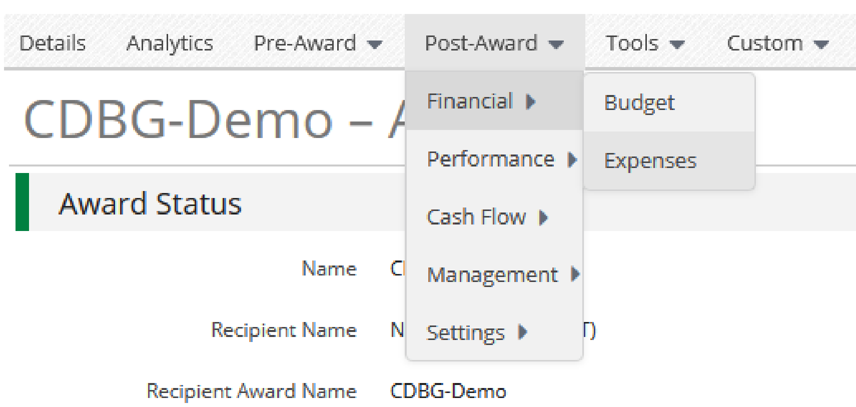
In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.



Access Expenses Page

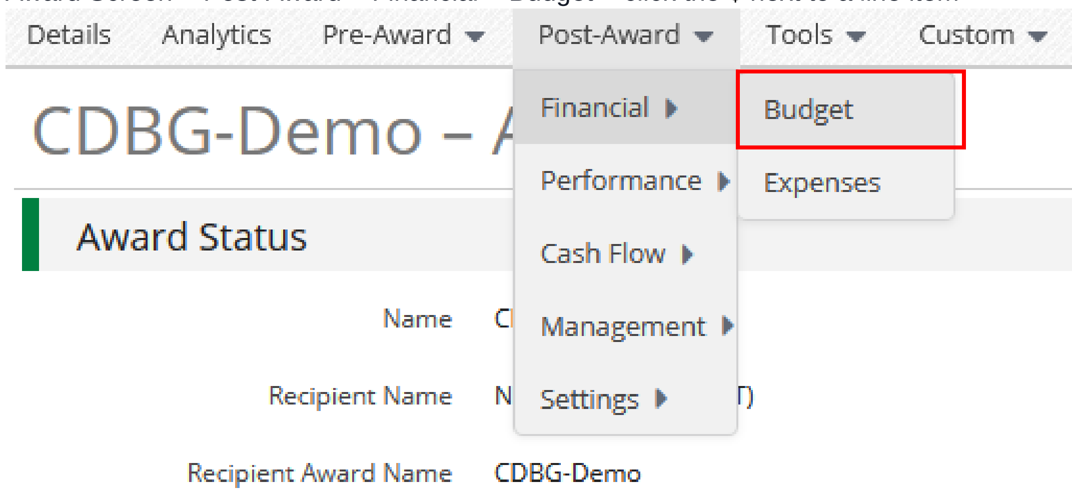
3. There are three ways to access the pages necessary for Expense creation. Use one way to navigate and then create your expense:
    a. Activity (left navigation) > Expenses

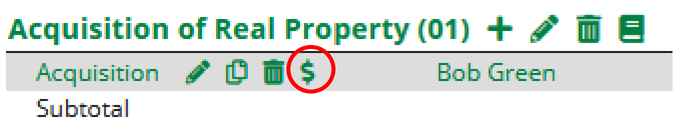
    b. Award Screen > Post-Award > Financial > Expenses



i. From the Expense page, click the **+** icon to add an expense.

c. Award Screen > Post-Award > Financial > Budget > click the **$** next to a line item



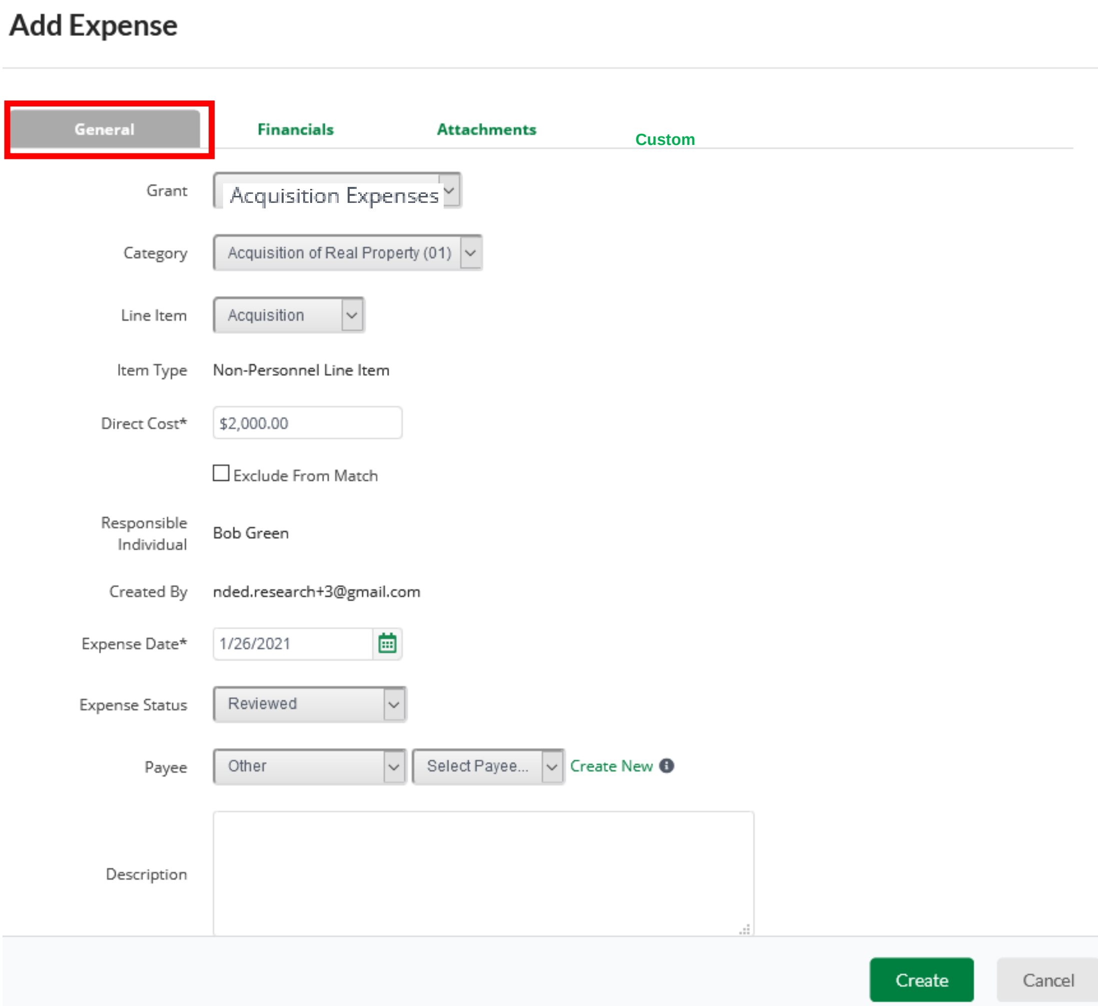


NOTE: *You can either create separate expenses for the same line item, or you can 'lump' multiple invoices/receipts into one expense. In general, the cleanest way to track your expenses is to create one expense per invoice or per receipt. If you choose to batch expenses, our recommendation is that you only batch receipts related to the same cost or vendor.*
Example: for 1 project you may have 10 receipts for purchasing construction materials and 1 invoice from an engineer. For the construction materials, you can either create 10 different expenses connected to the same line item, or 1 expense for all 10 receipts. In this same project, the invoice from an engineer should be a separate expense.

Complete Expense General tab

The expense window will appear where you can add an expense record.

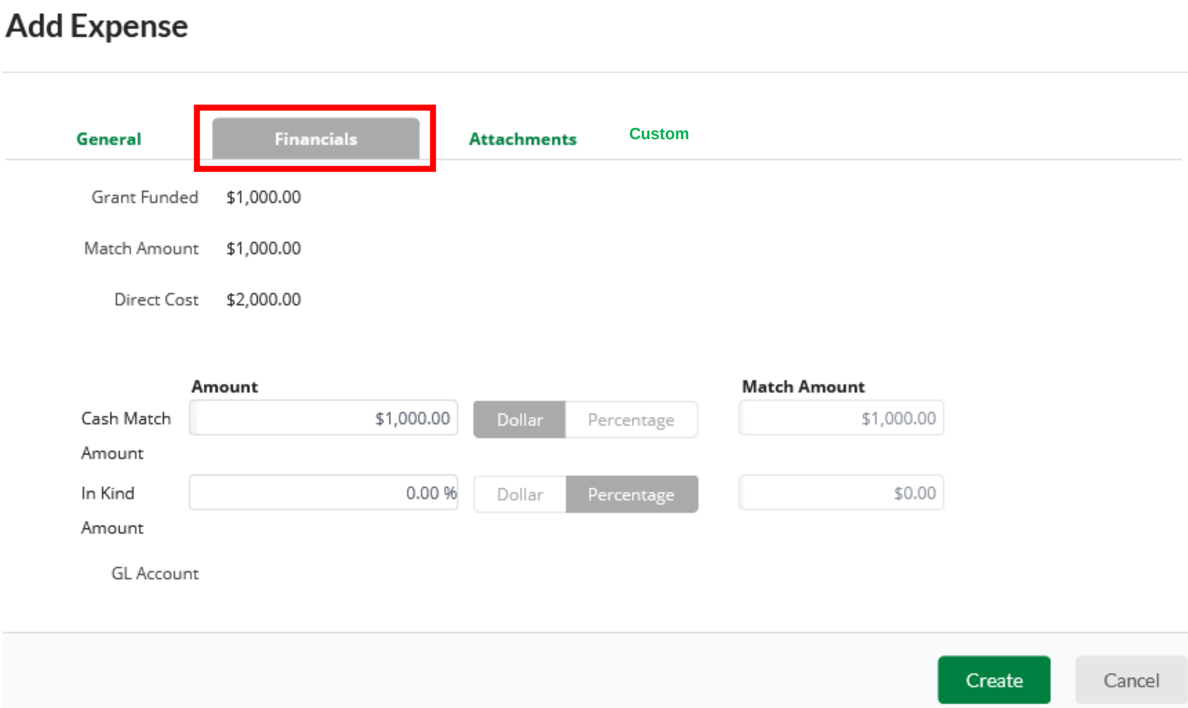
4. Complete the **General** tab on the expense



- **Category –** Choose a budget Category from the dropdown menu. The categories are equivalent to your HUD Activities.
- **Line Item –** Select Line Item. Dropdown is pre-populated from what line items are in the chosen category.
- **Direct Cost –** Enter the amount for the eligible Total Cost of the Expense. (Grant Funds + Match).
    - ***NOTE:*** *Local Program Income and Local Revolving Loan Fund (RLF) are NOT included in Direct Cost. They will be addressed on #8.*
- **Exclude From Match –** Select if all of the cost is covered by Grant Funds ($0 Match), or you can enter $0 for Match on the Financials tab.
    - ***NOTE:*** *Program Income and RLF are NOT included in Match. They will be addressed on #8.*
- **Expense Date –** Select the Date of the Expense.
    - The date of the expense should be the date the invoice or receipt was **paid**. This can be the date on the check. If you are batching multiple receipts, enter the date of the most recent receipt.
- **Expense Status –** Select **Reviewed.**
    - ***NOTE:*** *An expense must be marked as* ***Reviewed*** *to be included in a Reporting Period.*
- **Payee** – Optional. If you wish to track your vendors/contractor/firm, use the **dropdown** or choose **Create New** and type in the name of your vendor.
- **Description -** Add in any details you would like to record to explain the expense.

Complete Expense Financials tab

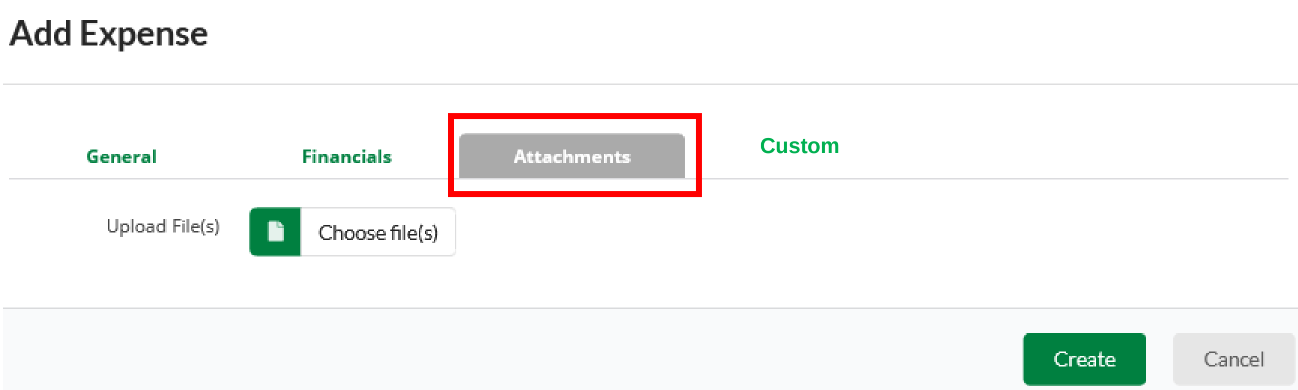
5. Complete the **Financials** tab on the expense



- **Cash Match –** Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no match, enter $0 or 0%.
  - ***NOTE:*** *Match must be drawn down PROPORTIONATELY to your grant funds.*
- **Grant Funded** – Auto calculated based what is entered in the Direct Cost and Match Amount.
- **Direct Cost** – Auto populate from General tab.

Complete Expense Attachments tab

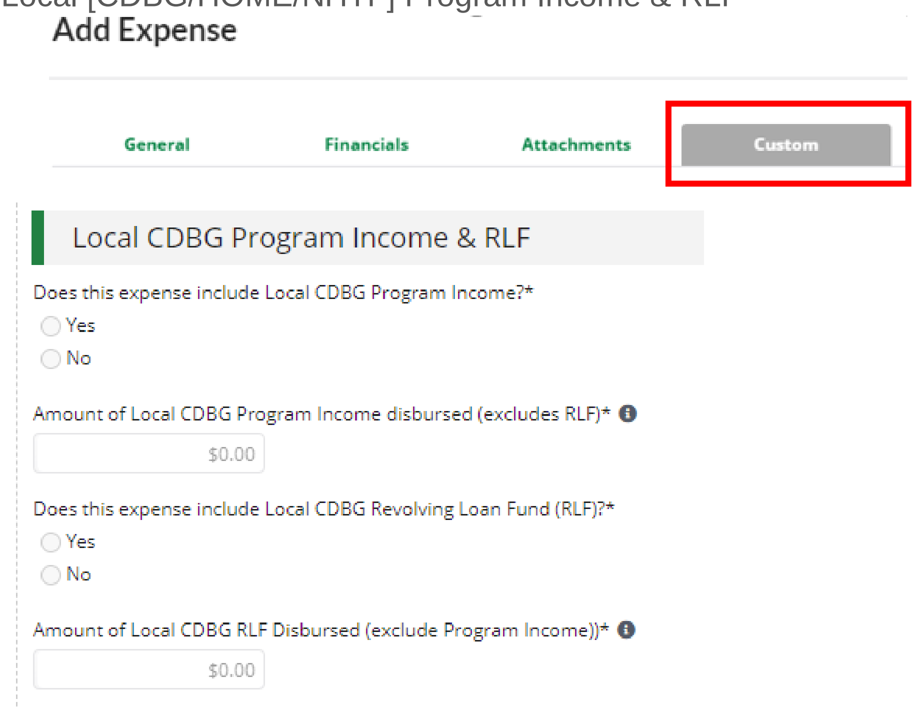
6. Complete the **Attachments** tab on the Expense
7. Attach your Source Documentation here. Source Documentation is required on ALL draws.
   a. Source Documentation includes receipts, invoices, timesheets, bank statements, cleared checks, etc.



Complete Expense Custom tab (REQUIRED)

8. Complete the **Custom** tab
    a. There are two sections: Local [CDBG/HOME/NHTF] Program Income & RLF and Expense Detail for Advances.
        i. 'Local [CDBG/HOME/NHTF] Program Income & RLF' is required for EVERY expense.
        ii. 'Expense Detail for Advances' is only required for Advance Payment Requests (see How to Create the First Payment Request After an Advance)

Local [CDBG/HOME/NHTF] Program Income & RLF



Local Program Income & RLF

9. Complete 'Local Program Income & RLF' section.

- Indicate whether this expense includes expense include Local [CDBG/HOME/NHTF] Program Income by choosing **Yes** or **No**
    - ***NOTE:*** *If the local unit of government has local program income on hand, it should be applied to an open grant. Local program income should be used first prior to requesting additional funds from the State. For CDBG, Review Chapter 8 of the CDBG Administration Manual and consult with your program representative.*
- Enter the Amount of Local [CDBG/HOME/NHTF] Program Income Disbursed (excludes RLF)
    - If no Local [CDBG/HOME/NHTF] Program Income was used, enter $0**.**
- Indicate whether this expense includes expense include Local [CDBG/HOME/NHTF] RLF by choosing **Yes** or **No**
- Enter the Amount of Local [CDBG/HOME/NHTF] RLF Disbursed (exclude Program Income).
    - If no Local [CDBG/HOME/NHTF] RLF is used, enter $0

10. Click **Create** to add that expense.

Expense Detail for Advances

Only required for expenses that justify an Advance Payment Request.

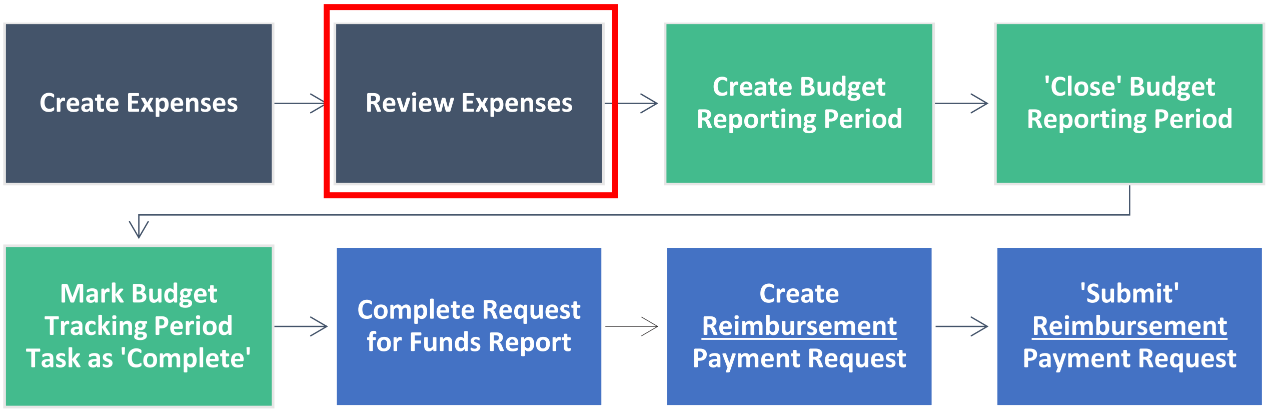
11. See Expenses Justifying an Advance for instructions.

End of Create Expenses.

Review Expenses (Before Closing Reporting Period)

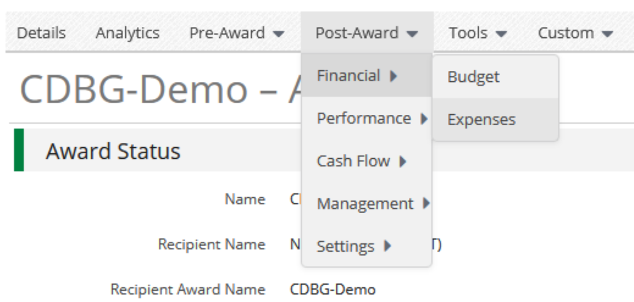
You will want to double check the expenses in the Reporting Period before the Reporting Period is closed. To do this, you'll want to evaluate the 'Reviewed' expenses.

The section below, Evaluate Created Expenses, shows you the best option to review your expenses individually. The following section, View AmpliFund Reports to Track Expenses, presents three different ways to review all your expenses and overall budget. This section is optional but is useful in monitoring that you are drawing down funds appropriately.



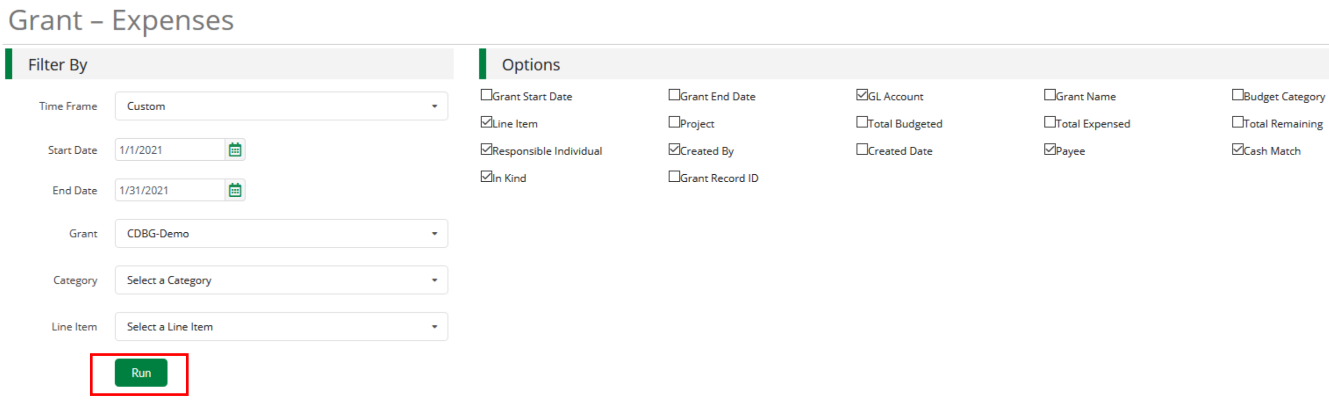
Evaluate Created Expenses

12. Navigate to your created expenses: Award Screen > Post-Award (tab) > Financial > Expenses

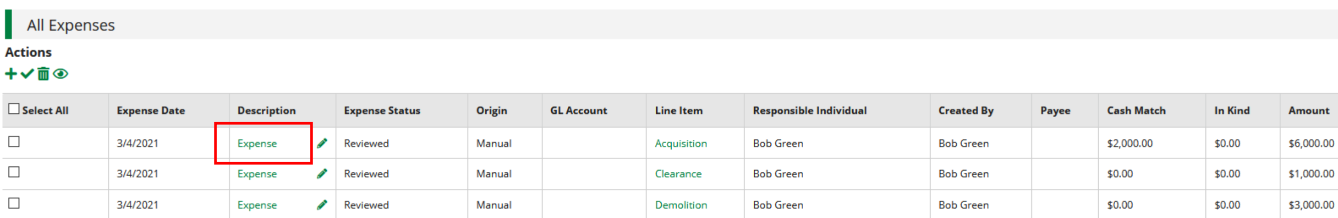


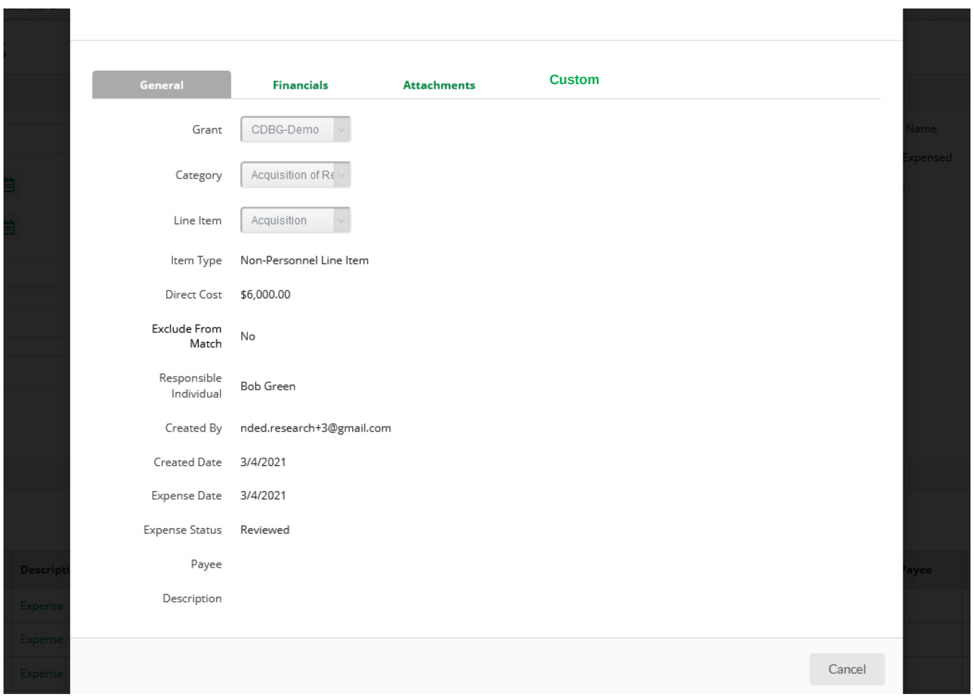
13. On the Expenses screen, set the appropriate filters:

- **Time Frame:** Custom (Reporting Period as the Start Date and End Date most likely)
- **Grant:** [Choose Grant]
- **Category:** leave this as 'Select a Category' to see them all. You can filter further if you need to.
- **Line Item:** leave this as 'Select a Line' Item' to see them all. You can filter further if you need to.
- **Options:**
  - **Total Budgeted –** The total Budgeted amount for that line item.
  - **Total Expensed –** The total Expensed amount for that line item.
  - **Total Remaining** – The formula for that line item = Total Budgeted – Total Expensed
  - **Cash Match:** Cash Match Amount for that Expense.
  - **In Kind:** In Kind Match Amount for that Expense.
  - **Amount:** Expense's Direct Cost (Grant Funded + Cash Match amount)



14. Click **Run**.
15. You can click on the description of the expenses if it is easier to view and read the details.





- **General tab**
  - **Category:** What the line item is tied to.
  - **Line Item:** What the Expense is tied to in the budget category.
  - **Expense Status:** ‘Reviewed’ Expenses are part of reporting periods. ‘Closed’ Expenses have already been submitted to Reporting Periods.
    - If you need to edit an expense, click the ‘pencil icon’
  - **Direct Cost:** Grant Funds + Match
    - Excludes Local [CDBG/HOME/NHTF] Program Income and RLF

View AmpliFund Reports to Track Expenses (Optional)

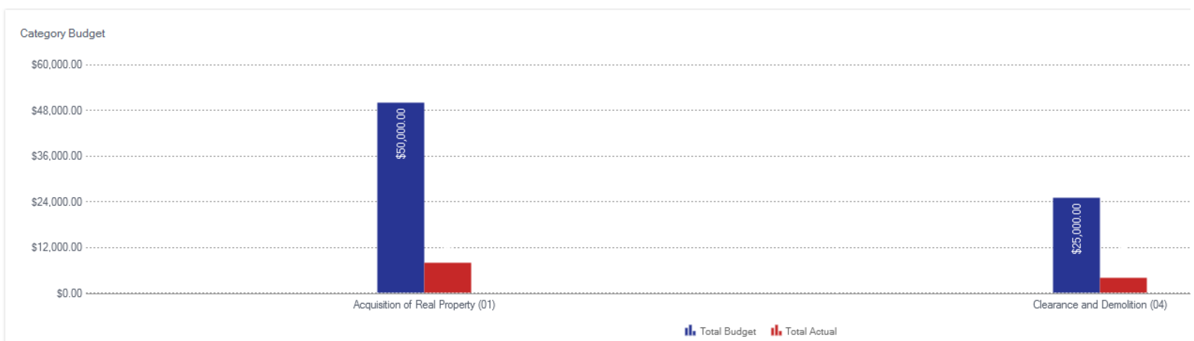
This section is *optional* but can be used to help review your expenses in a different format and monitor your overall budget. There is one dashboard (**Analytics**) and two reports (**Grant Budget Variance** and **Grant Expense Detail**) that you can view to review or track your expenses and monitor your budget.

Total Expenses per Category

16. To view all *entered* expenses, not only expenses included in *approved* Payment Requests, navigate to the **Analytics** tab:

    Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab

17. View the Category Budget graph at the bottom of the page.

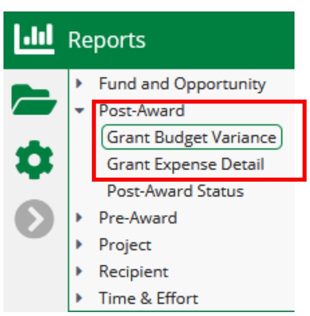


Standard Reports

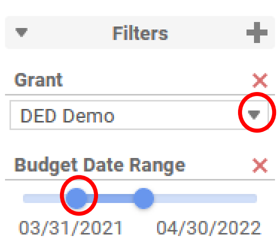
Two reports are available to you for budget and expense tracking: **Grant Budget Variance** and **Grant Expense Detail**.

Report Navigation

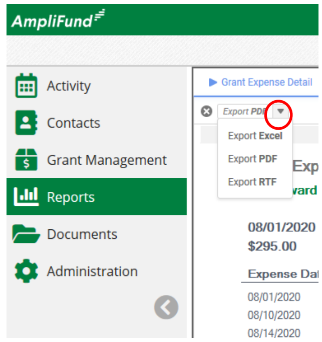
18. Go to Reports (left navigation) > Post-Award > [Choose Report]



    a. Additional Filters (such as Date and Grant) are on the right side.



b. To export this report, select the **down arrow** on the left side and choose the **export type**.



Grant Budget Variance

Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses.

Example:

Grant Budget Variance Report
CDBG-Demo

Grant Dates: 06/26/2020 - 08/28/2021
Period: 06/30/2020 - 08/28/2021
$50,000.00

Reflects Budget: Budgeted Grant Funded, Budgeted Cash Match, Budgeted In-Kind Match, Budgeted Total

Reflects Entered Expenses: Actual Grant Funded, Actual Cash Match, Actual In-Kind Match, Actual Total

Acquisition of Real Property (01)	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total
Acquisition of Real Property (01)	Bob Green	$25,000.00	$25,000.00	$0.00	$50,000.00	$5,000.00	$3,000.00	$0.00	$8,000.00
Sub-Total		**$25,000.00**	**$25,000.00**	**$0.00**	**$50,000.00**	**$5,000.00**	**$3,000.00**	**$0.00**	**$8,000.00**
Clearance and Demolition (04)	**Responsible Individual**	**Budgeted Grant Funded**	**Budgeted Cash Match**	**Budgeted In-Kind Match**	**Budgeted Total**	**Actual Grant Funded**	**Actual Cash Match**	**Actual In-Kind Match**	**Actual Total**
Clearance and Demolition (04)	Bob Green	$20,000.00	$0.00	$0.00	$20,000.00	$22,000.00	$0.00	$0.00	$22,000.00
Construction Management	Bob Green	$5,000.00	$0.00	$0.00	$5,000.00	$103,000.00	$0.00	$0.00	$103,000.00
Sub-Total		**$25,000.00**	**$0.00**	**$0.00**	**$25,000.00**	**$125,000.00**	**$0.00**	**$0.00**	**$125,000.00**
Grand Total		**$50,000.00**	**$25,000.00**	**$0.00**	**$75,000.00**	**$130,000.00**	**$3,000.00**	**$0.00**	**$133,000.00**

Category Totals (Sum of line items)

Grant Expense Detail

Lists entered expenses. You can use this report instead of searching in the **Grant Expenses** section

> ***NOTE: Grant Expenses*** *section located here: Grant Management > Grants > [Choose Grant] > Post-Award > Financial > Expenses.*

Includes ALL expenses (approved and unapproved).

Grant Expense Detail
CDBG-Demo

06/26/2020 - 08/28/2021
$10,000.00

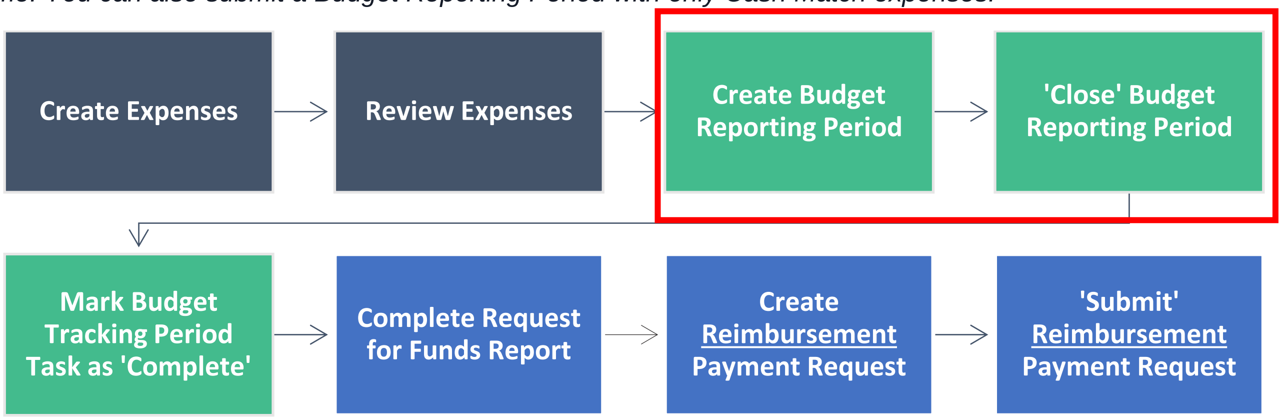
Expense Date	Expense Status	Description	Line Item	Category	Payee	Amount
03/04/2021	Reviewed		Clearance	Clearance and Demolition (04)		$1,000.00
03/04/2021	Reviewed		Demolition	Clearance and Demolition (04)		$3,000.00
03/04/2021	Reviewed		Acquisition	Acquisition of Real Property (01)		$6,000.00
Grand Total						**$10,000.00**

<u>End of Review Expenses.</u>

Create Budget Reporting Period

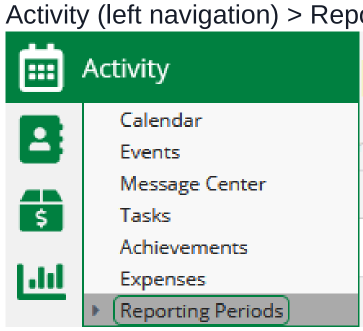
After you create your expenses, you will need to compile them in a 'Budget Reporting Period'.

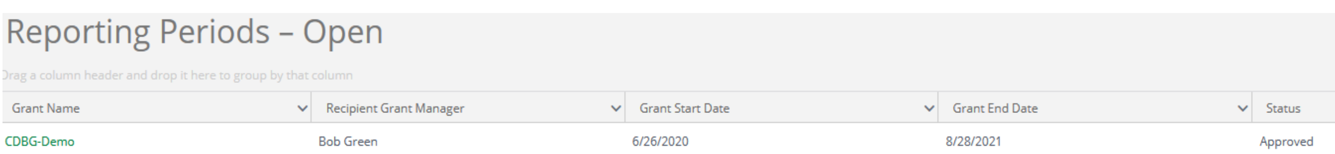
***NOTE:** You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame. You can also submit a Budget Reporting Period with only Cash Match expenses.*



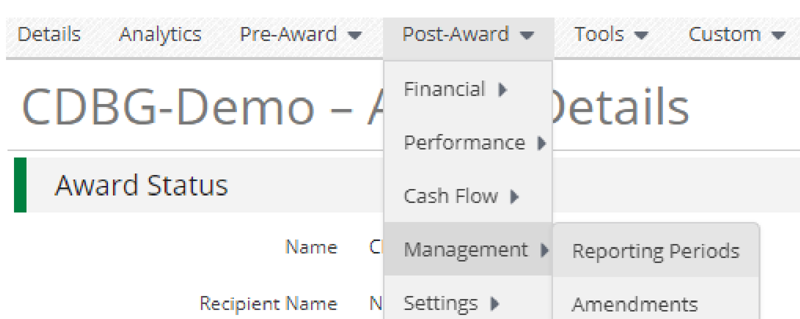
Access Reporting Period Page

19. Reporting Periods can be accessed in two ways:
    a. Activity (left navigation) > Reporting Periods

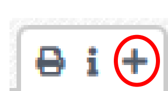




    b. Award Screen > Post-Award tab > Management > Reporting Periods



20. Click the **+** icon (top right) to start a Reporting Period.

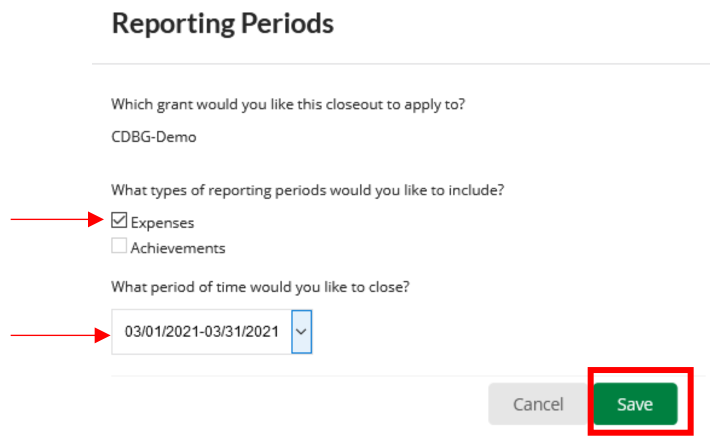


Save and Review Reporting Period

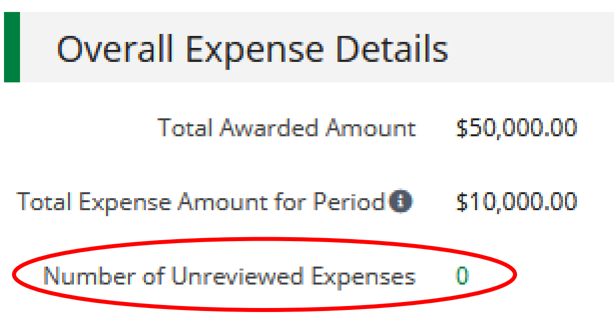
21. Select **Expenses**

22. Select the appropriate **Time Period** for the report

23. Click **Save**.

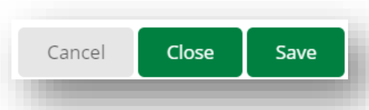


24. Review the Reporting Period in the **Overall Expense Details** section.



- **Total Awarded Amount:** This is your total grant funded amount
- **Total Expense Amount for Period:** This will include grant funded + match expenses that have been marked as 'Reviewed' during this Reporting Period.
- The number Expenses that have been entered and not marked as Reviewed will appear in the **Number of Unreviewed Expenses** field. If this is not zero, please click on the number and ensure all expenses that need to be included in the Reporting Period have been marked as Reviewed.
- Enter optional **Comments**
- You will not need to upload documentation here; you have already attached it to your individual expenses.
- **Expense Analytics:** Not applicable. This field takes the total in your categories and divides it by the number of months (periods) in your award. This allocation does not apply to [CDBG/HOME/NHTF] awards.
- **Expense Closeout:** Keep this as 'Select All'. Expenses need to be 'closed' to show up in the Payment Request. Like the 'Expense Analytics' section, the 'Budgeted Amount' column is not applicable.

25. If you wish to save progress but not submit to DED click the **Save** button



26. If you are ready to submit your Reporting Period to DED, click **Close**

NOTE: *You cannot edit Reporting Periods after they have been 'Closed'.*

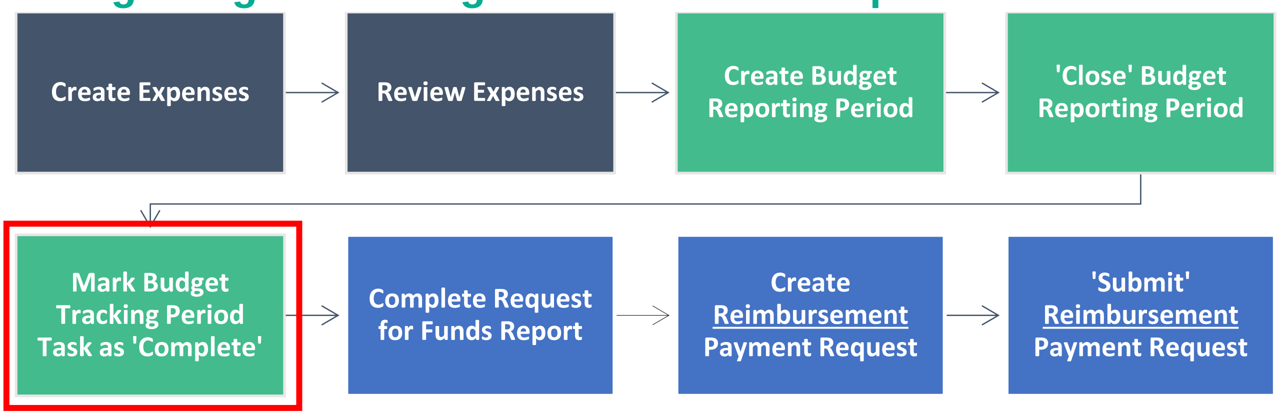
End of Create Budget Reporting Period.

Found Expense After Reporting Period Is Closed

If you have an item that should have been included in a previous Reporting Period, include it in the most recent Reporting Period that you can. The date of the expense can be from a 'Closed' Reporting Period. If it is marked as 'Reviewed' it will roll-up into the next one.

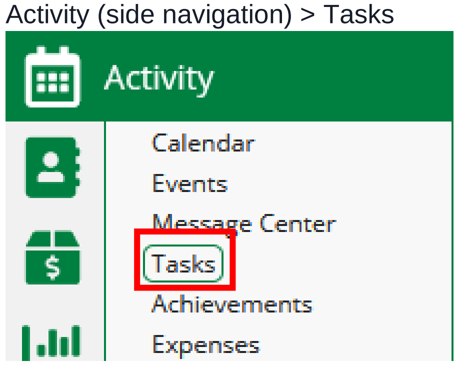
EXAMPLE: *January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period (February) as long as it has been marked 'Reviewed'. This will happen even though the expense has a January date.*

Marking Budget Tracking Period Tasks Complete

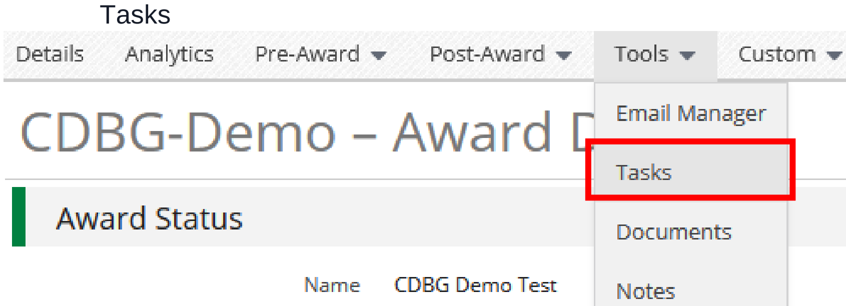


Access Tasks Page

27. There are 2 ways to navigate to Tasks.
    a. Activity (side navigation) > Tasks

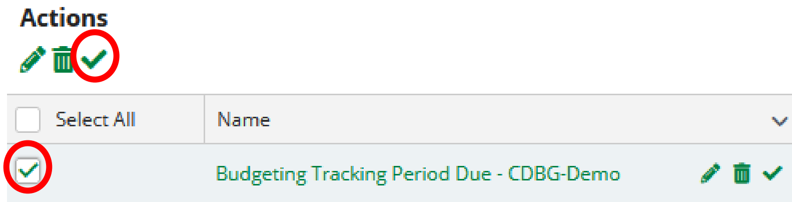


    b. AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > Tasks

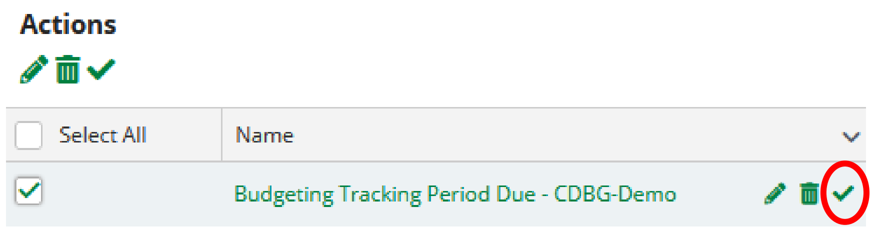


Mark Task as Complete

28. After you have closed your Budget Reporting Period, you need to mark the associated task as complete. There are 3 ways to mark the Tasks you are done with as 'Complete':
    a. Select Goals that you wish to mark complete, then click the **Mark as Complete** action.



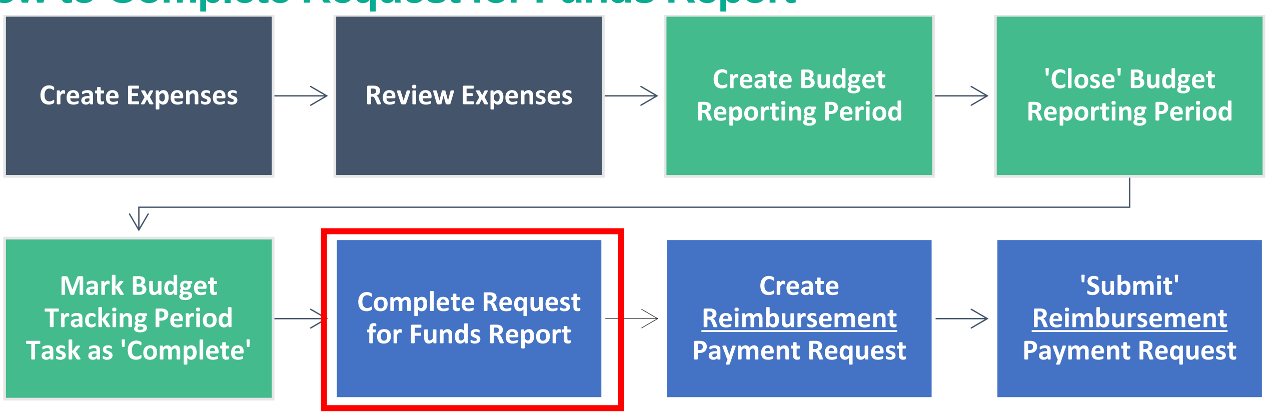
    b. Or - Individually click the **Mark as Complete** action on the individual Task.



    c. Or - Click into the action and click the **Mark as Complete** action in the top right.

<u>End of Marking Budget Tracking Period Tasks Complete</u>.

How to Complete Request for Funds Report



General Instructions

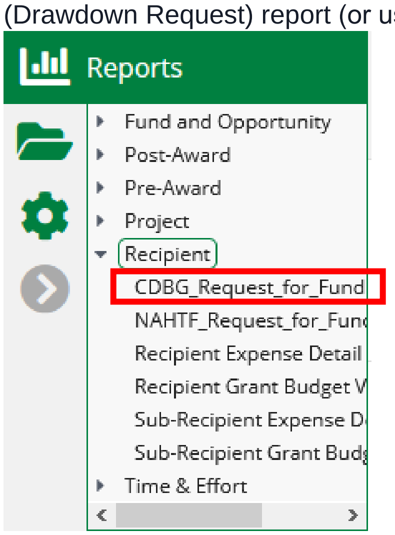
- All entities receiving federal funds are required to have an active status with the System for Awards Management. If a grantee has more than one grant, funds must be requested separately. Carefully enter all requested information. **<u>Incomplete or incorrect forms will not be processed</u>**. Funds requested must reflect actual eligible cost incurred. Claim exact amounts on each reimbursement down to the penny on the reimbursement request.
- Source documentation is required for <u>all</u> draws.
    a. For additional CDBG guidance, please review the CDBG Administration Manual, Chapter 12 – Financial.

- With the exception of the final draw or a draw requested by DED, the following minimums have been identified to request funds:
    a. **$1,500 MINIMUM**: Requested Amount on the Payment Request includes expenses for general administration and project costs.
    b. **$1,500 MINIMUM**: Requested Amount on the Payment Request includes expenses only for project costs.
    c. **$500 MINIMUM**: Requested Amount on the Payment Request includes expenses only for general administration costs.
- The Request for Funds form needs to be completed and signed by the authorized individuals as identified within your special conditions. This form should be uploaded within AmpliFund, the original should be retained within the grantee's records.

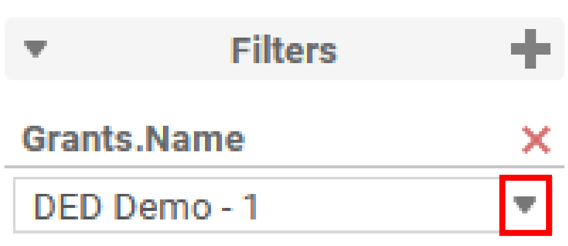
Custom Report

CDBG can download a Request for Funds form from AmpliFund. HTF or HOME need to use the copy located on https://opportunity.nebraska.gov/. CDBG can also download the form from the website.

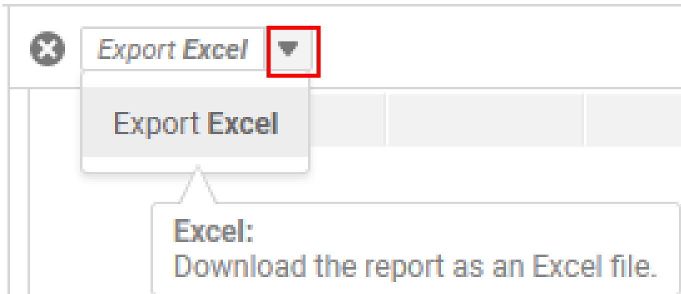
29. Navigate to Reports > Recipient, and click the name of the report to open the **Request for Funds** (Drawdown Request) report (or use the PDF found on DED's website)



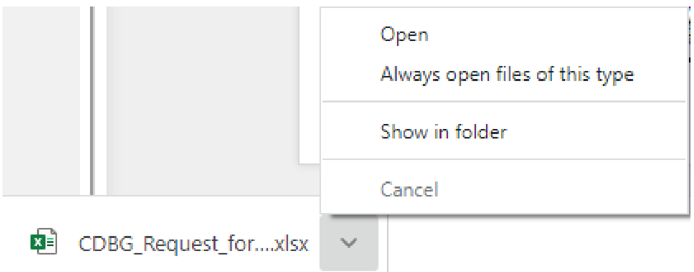
30. Once the report opens, if the community was awarded more than one [CDBG/HOME/NHTF] grant, use the **Grants Name** dropdown under **Filters** on the right-side of the screen to select a single award.



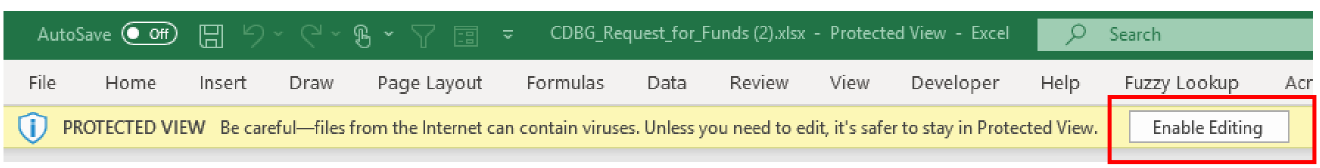
31. Once the report is filtered to the correct Award Name, click the dropdown in the top-left area of the screen and select **Export Excel**



32. Depending on the type of browser, the report will download at the top or bottom of the browser screen and can be opened or shown in the download folder.



33. Once the Excel file Request for Funds is opened, please click **Enable Editing** at the top of the screen.

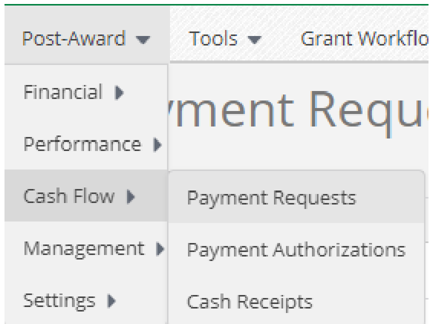


Enter Data into the Request for Funds Excel file

In the downloaded report (spreadsheet), complete the Request for Funds.

Identifying Information Section

34. Verify the data in the **Identifying Information Section**. Fill out any missing fields or fix any incorrect fields.
    - **Name of Local Government Grantee**
    - **Mailing Address**
    - **City**
    - **State**
    - **Grant Number**
    - **Federal Identification Number**
    - **DUNS Name**
    - **SAM Expiration Date:** Federal System for Awards Management registrant expiration date to receive payment of federal funds.
    - **Request for Funds Number:** Payment Request Number
        - If there have been 3 *APPROVED* previous payment requests, current request is #4.
        - To determine the previous approved payment requests, follow the instructions below: On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests.



- **DED Program Representative**: Name of Funder Grant Manager on the Award Details page.

Part I – Status of Funds Section

35. Part I will provide the status of funds for the grant. Complete all fields using the guidance below:
    - **Line 1 - Project Grant Funds Received to Date:** List all funds received to date for this grant.
    - **Line 2 - Add: Program Income Received to Date (exclude RLF):** Add program income received from activities related to the grant (exclude program income designated for revolving loan funds).
    - **Line 3 – Subtotal:** This is a calculated field – don't enter an amount. Subtotal of Part I Line 1 and Line 2.
    - **Line 4 - Less: Federal Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3):** All disbursements of funds to date. This amount must be the same as the figure under the Total column for Part II Line 3.
    - **Line 5 - Total: Federal Funds On Hand (Must Agree To Part II, Line 6):** This is a calculated field – don't enter an amount. Federal funds on hand should reflect funds which have not been disbursed.
    - **Line 6 – Grant Amount**: Enter the total Awarded Amount (including the general administration activity.)
    - **Line 7 – Current Draw**: This is a calculated field – don't enter an amount. Current drawdown request total (Must agree to total of Part II Line 7).
    - **Line 8 – 25% of funds**: This is a calculated field – don't enter an amount. 25% of the total project cost (Part I, Line 6 * 0.25).

Part II – Cash Requirements Section

36. Complete Part II – Cash Requirements Section.

    Part II will provide information on the grantee's cash requirements. Requests for funds are to be submitted only as funds are needed for immediate disbursement. It is anticipated that local governments should receive funds within 2 weeks from the date the request is received in DED. Enter the amounts for each approved activity. Be sure to complete Part II for all approved activities even if funds are not requested for all activities. Totals are calculated to the right of each row.
    - **Activity/Budget Category**: Identify the activities as shown in the Sources and Uses section of the grant contract or in the Post-Award > Financial > Budget section of AmpliFund (e.g., General Program Administration (21A) or Sidewalks (03L)). If the Budget includes Construction Management, that line item will be allocated to the primary Budget Category for the project.

    - **Line 1 - Total Cash Requirements to Date:** Enter the total of all cash requirements to date. This amount should be equal to all expenditures paid to date plus cash needed to meet immediate obligations.

        - *This amount can be found on AmpliFund in the Grant Budget Variance report under **Actual Total**.*

    - **Line 2 - Less: Local Funds Disbursed (excludes RLF) (exclude Program Income):** Identify the local funds already expended and local funds, which will be expended to meet line 1.

   - *This amount can be found on AmpliFund in the Grant Budget Variance report under **Actual Cash Match**.*

- **Line 3 - Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (excludes RLF):** Identify the federal funds applied (include local program income). The total of this row must equal the amount shown on Part I Line 4.

- **Line 4 - Total Current Cash Requirements:** This is a calculated field – don't enter an amount. Subtotal by subtracting lines 2 and 3 from Line 1. This amount should be equal to the amount of federal funds needed for immediate cash obligations.

- **Line 5 - Less: Unpaid Previous Request:** Subtract the amount of any previous Request for funds, which has not yet been received.

- **Line 6 - Less: Federal Funds on Hand (Must Agree To Part I, Line 5):** This is a calculated field – don't enter an amount. Subtract the amount of federal funds on hand. This amount must equal the amount of Total: Project Federal Funds on Hand in Part I.

- **Line 7 - Net Amount of Federal Funds Requested:** This is a calculated field – don't enter an amount. The net amount of federal funds requested is determined by subtracting Less: Unpaid Previous Request and Less: Federal Funds on Hand from Total Current Cash Requirements. This should be the amount of funds needed (when added to funds on hand and funds requested but not yet received) to meet immediate cash obligations.

   - *This amount can be found on AmpliFund in the Payment Request under **Requested Amount**.*

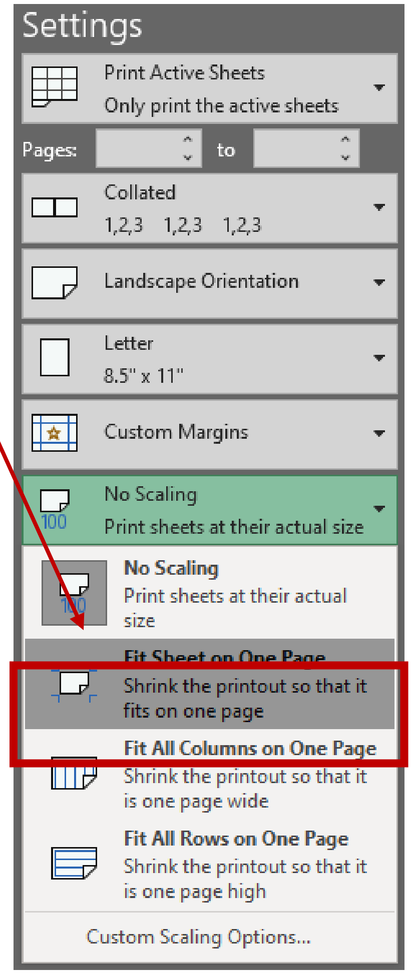
Signature Section

37. You will obtain signatures in step #43.
    a. Signatures of both the Mayor/Board Chairperson and the Clerk/Treasurer are necessary to process the Request for Funds. Signatures must agree to authorization signatures submitted to DED on the Special Conditions - Authorization to Request Funds ([CDBG/HOME/NHTF]) form. Certified Administrator information should be provided in the line under the signatures of authorized officials.

Print and Attachment Instructions

38. After entering data, navigate to **File > Print**
39. Change Settings from No Scaling to **Fit Sheet on One Page**
40. Change Printer to **Print to PDF**

41. Click **Print**
42. Save as: **[CDBG/HOME/NHTF] Request for Funds Payment Request (#)**
    a. With (#) corresponding to the payment request number entered in the Identifying Information Section
43. Print a physical copy of the PDF
44. Obtain signatures in blue ink. The grantee should retain the original form after signing and dating.
    a. See step 36 for instructions on obtaining signatures.
45. Scan and attach this signed document to the created Payment Request



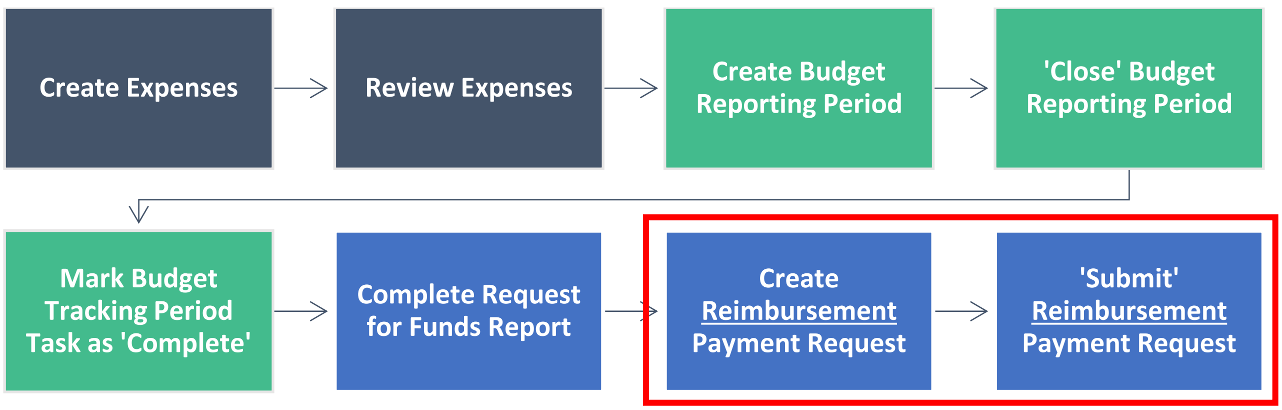
End of Request for Funds Report.

How to Create a Reimbursement Payment Request

All Reimbursement Payment Requests must be associated with Budget Reporting Periods. You can only complete one Budget Reporting Period a month. Multiple Budget Reporting Periods can be combined into one Payment Request.

Payment type for Payment Requests can be either Reimbursement or Advance.

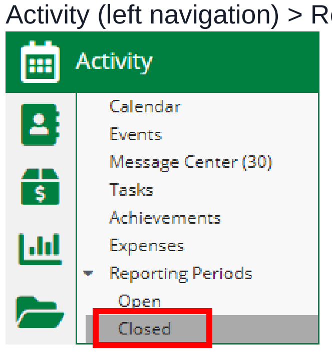
See How to Create an Advance Payment Request and How to Create the First Payment Request After an Advance for guidance about Advance Payment Requests.



Access Payment Request Page

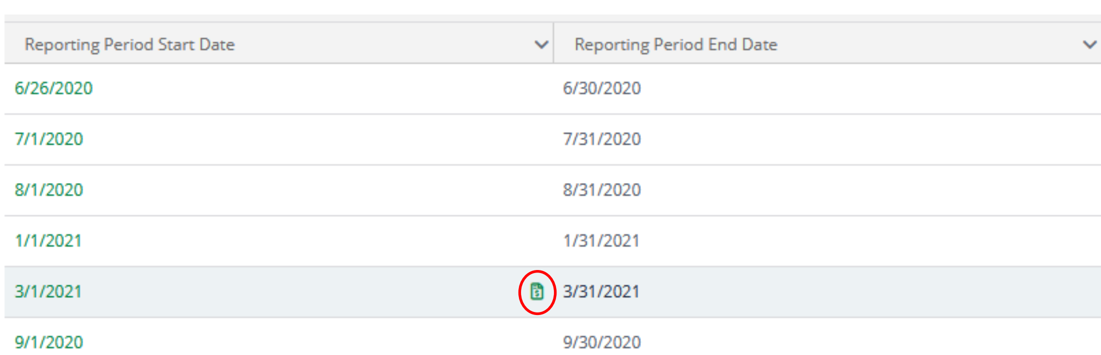
After the Reporting Period is 'Closed', a Payment Request can be created. There are **three** ways to create a payment request: two of these are through the Reporting Period, and one is through the Payment Request area.

46. Create the payment request:
    a. Activity (left navigation) > Reporting Periods > Closed



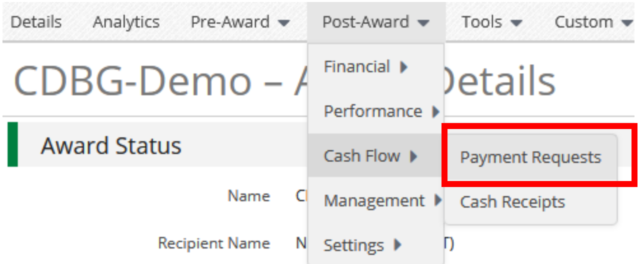
    b. Award Screen > Post-Award > Management > Reporting Periods

    For both (a) and (b), next to the Reporting Period that you just closed, there is a **money icon**. Click the **money icon** to start the Payment Request.



Reporting Period Start Date	Reporting Period End Date
6/26/2020	6/30/2020
7/1/2020	7/31/2020
8/1/2020	8/31/2020
1/1/2021	1/31/2021
3/1/2021	3/31/2021
9/1/2020	9/30/2020

c. Award Screen > Post-Award > Cash Flow > Payment Requests > **+** icon (top right)

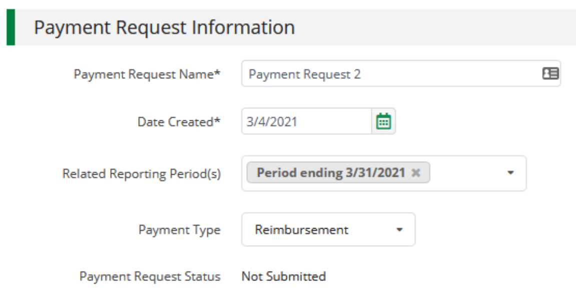


Complete and Review Reimbursement Payment Request

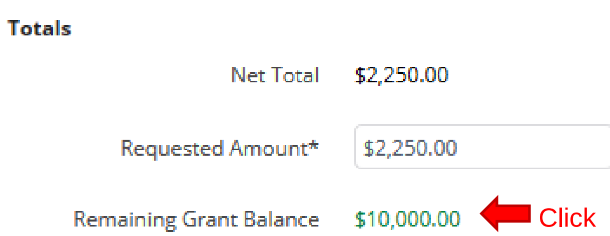
The following steps describe how to fill out a Reimbursement Payment Request.

Payment Request Information Section

47. Complete the **Payment Request Information Section**



- **Payment Request Name: "**Payment Request [#]".
    - If there have been 3 *APPROVED* previous payment requests, current request is #4.
    - On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests.
- **Date Created:** Today's date (date you are requesting payment)
- **Related Reporting Period(s):** Make sure all available reporting period(s) are chosen. Select multiple reporting periods (if applicable) so the category amounts will auto-populate.
- **Payment Type:** Reimbursement
- You can click the green **Remaining Grant Balance** field in the Financial Detail section to verify your **Grant Balances** before submitting. Hover over the info icon to read the descriptions. These amounts include all categories but run the 'Grant Budget Variance Report' to make sure you are within your category amounts.



NOTE: *If you need to edit your Grant Funded and Match fields in your expenses, contact your Program Manager or Program Representative. If not available, then contact the Responsible Person listed on your Award. Ask them to 'Reject' your Budget Reporting Periods. You will not be able to edit a 'Closed' expense.*

Costs

Auto populates what has been entered as expenses in Reporting Periods.

48. Do not adjust these amounts or add additional categories. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>

Contributions

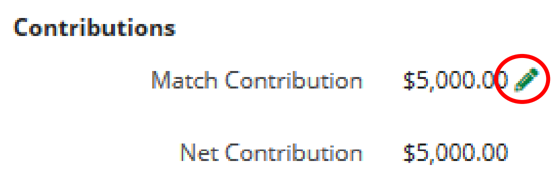
Auto populates what has been entered as expenses in Reporting Periods.

49. Verify there is not an Adjusted Match Contribution field. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>

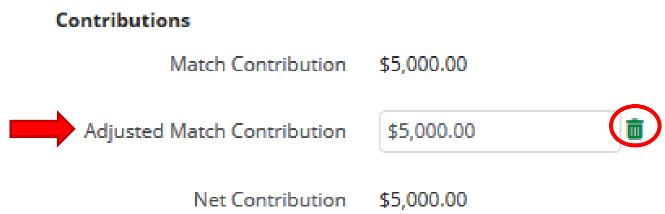
Adjustments

50. Verify that there is not an **Adjusted Match Contribution** or **Adjusted (Category Name)** field in the Financial Detail section. The adjustment field appears if you click on the edit pencil next to the **Cost category amount** or the **Contributions Match field**.

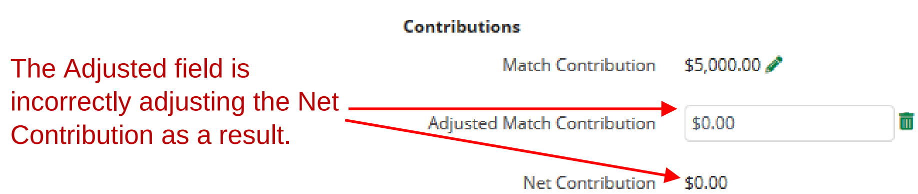
If you accidentally click the edit pencil shown below the adjusted field will appear.



To remove the adjusted field, click the green trashcan.



If 0 is entered, it means that $0 of Cash Match is associated to this payment request. This will adjust the Net Contribution and affect the amount of Grant Funds you are requesting.



NOTE: *This has the same affect to Net Costs if the adjusted field is entered on Cost Categories.*

Totals

51. **Net Total** = Net Costs – Net Contributions

52. **Requested Amount:** Enter the 'Net Total' amount (Verify Net Costs and Net Contribution amounts are correct).

Additional Information

53. **Comments:** Optional.

54. **Upload File(s):** Attach your signed completed **'Request for Funds'** form here, use the file name: Grantee_Contract #_Description (example: Columbus_20PW001_Request for Funds_2). It must be signed in blue ink. For instructions about how to run the report on AmpliFund, see the How to Complete Request for Funds Report section above.

Submit the Reimbursement Request

55. Click **Submit** if you are done. Click **Create** if you want to submit later.

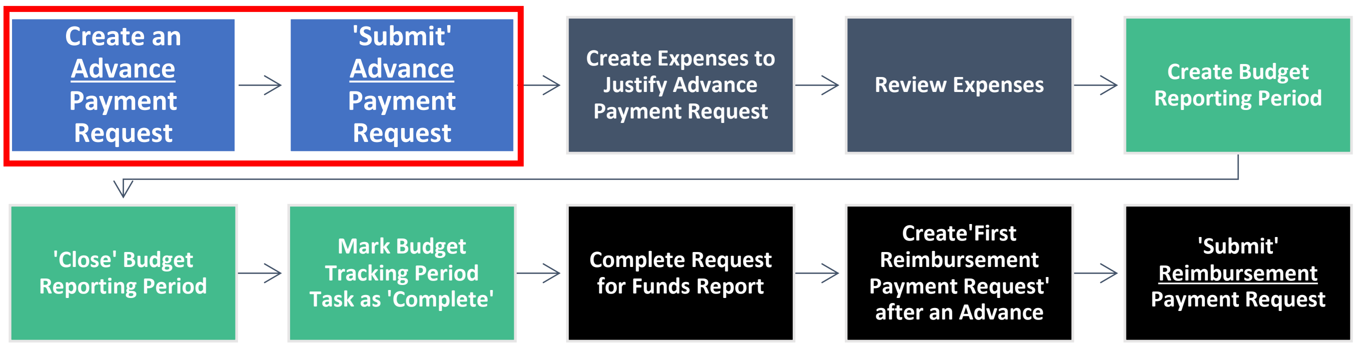
This will create an automatic email to DED that you have submitted this.

End of Reimbursement Request.

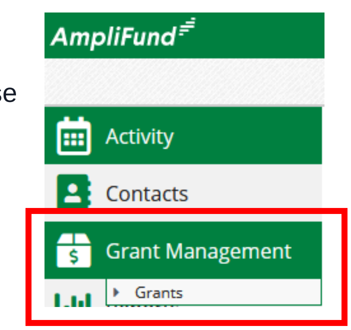
How to Create an Advance Payment Request

Submitting an Advance Payment Request will affect your following payment request. See How to Create the First Payment Request After an Advance for more information.

See How to Create a Reimbursement Payment Request for guidance on reimbursements.

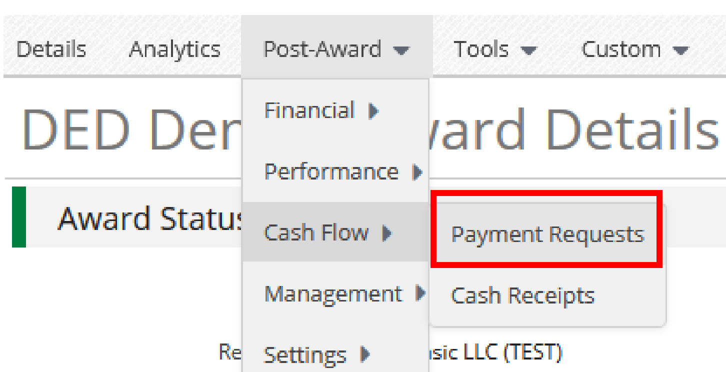


Access Payment Request Page



56. Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose your Grant]

57. Post-Award (tab) > Cash Flow > Payment Requests



58. Click the **+ icon** in the top right.

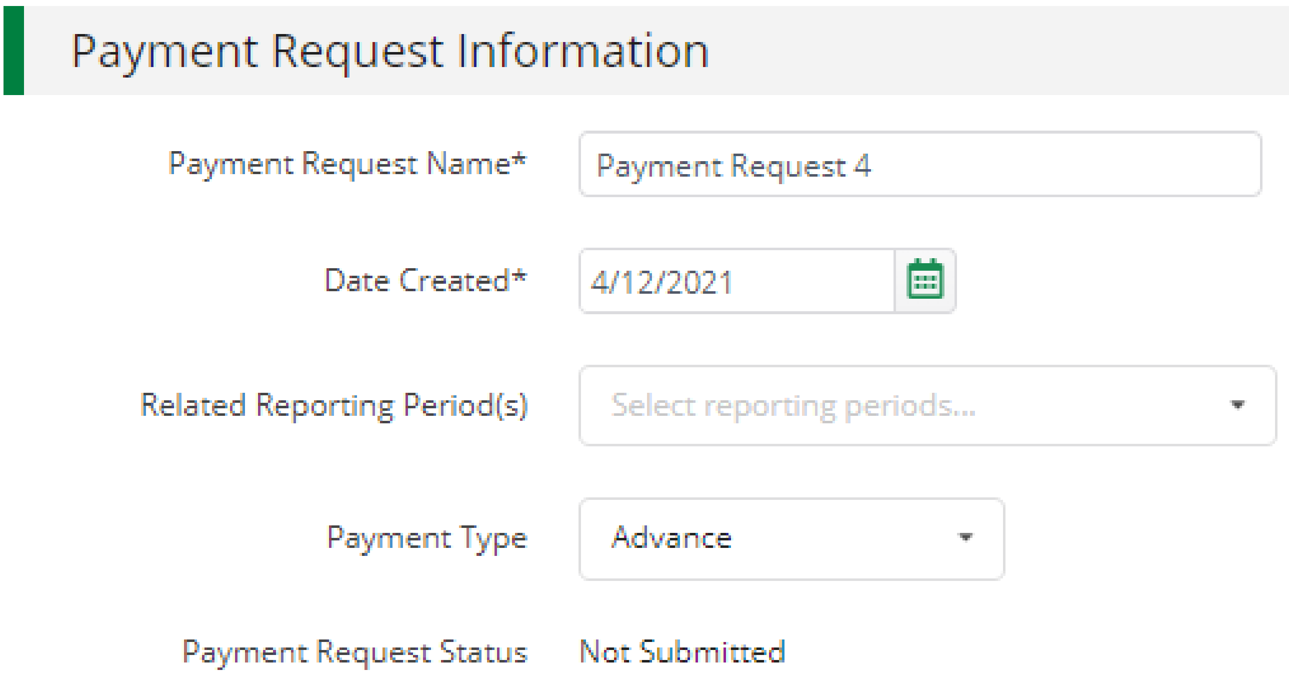
Complete and Review <u>Advance</u> Payment Request

59. **Payment Request Name: "**Payment Request [#]".
    - If there have been 3 *APPROVED* previous payment requests, current request is #4.
    - On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests

60. **Date Created:** Today's date

61. **Related Reporting Period(s):** Leave blank

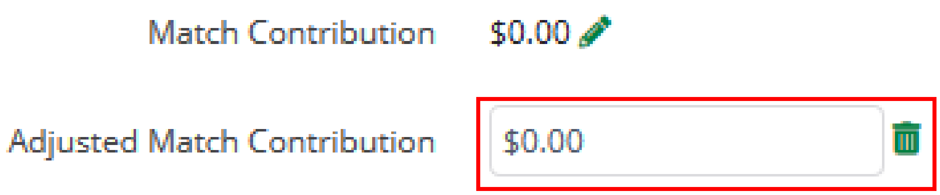
62. **Payment Type:** <u>Advance</u>



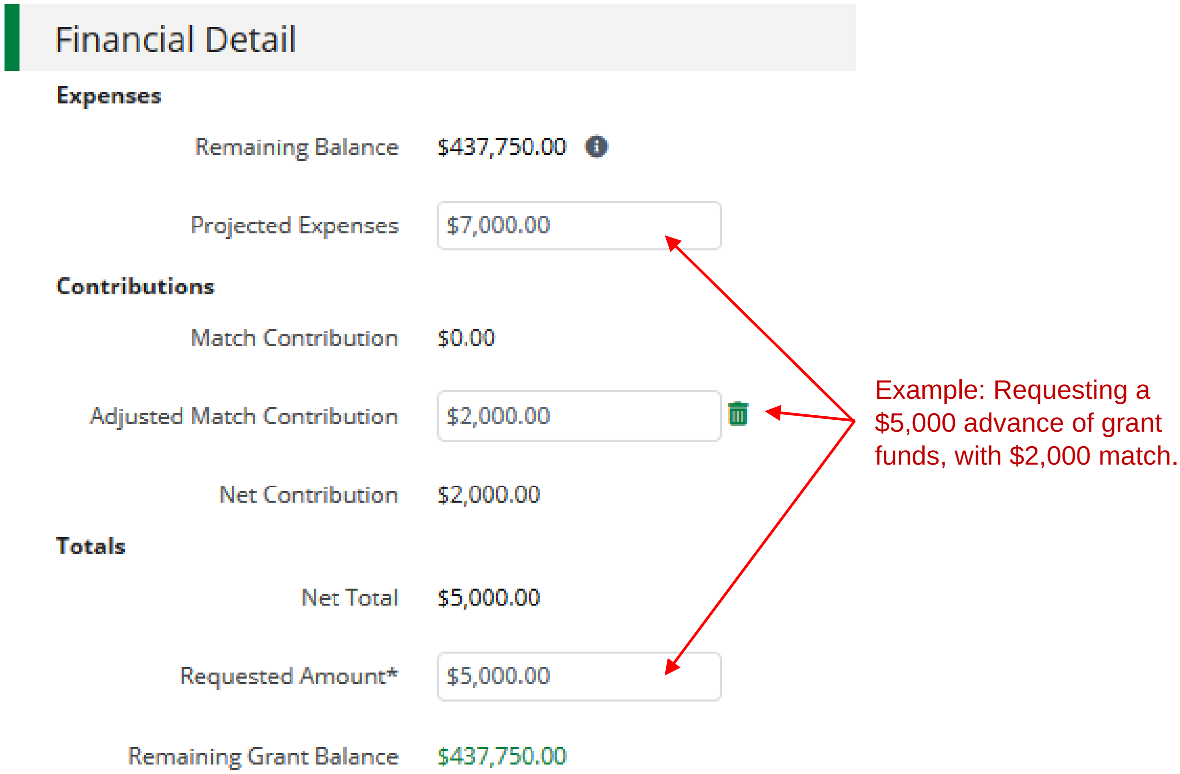
63. In the Financial Detail section, enter your *Direct Cost (Grant Funds + Match)* in the **Projected Expenses** field.

64. Enter your **Match Contribution** by clicking the pencil icon.

   a. Enter your match in the **Adjusted Match Contribution** field.



65. In the **Requested Amount**, enter the amount of **Grant Funds** being requested **(Projected Expenses – Match Contribution)**.



66. **Comments:** Optional.

67. **Upload File(s):** Attach **source documentation** (i.e., invoices) and your signed and completed **'Request for Funds'** form here. The Request for Funds form must be signed in blue ink. For instructions about how to run the report on AmpliFund, see the How to Complete Request for Funds Report section above.

68. If you are done, click **Submit**. If you do not want to submit yet, you can click **Create** and come back later to submit.

NOTE: *Submitting the Payment Request will notify your Program Manager.*

69. The **Recipient Grant Manager** assigned on your Award will receive an email notification when your Payment Request has been approved or rejected by your Program Manager.

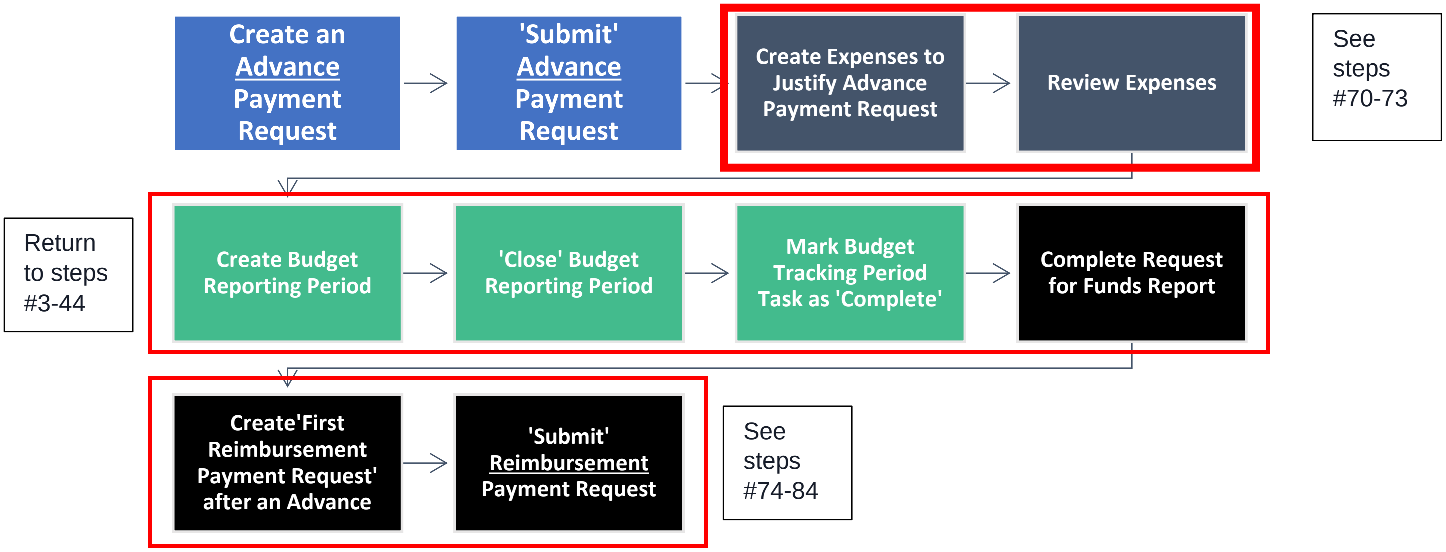
70. You will have to provide proof of payment for any expenses related to your advance. **See next section for guidance on** How to Create the First Payment Request After an Advance**.**

End of Advance Request.

How to Create the First Payment Request After an Advance

Follow these instructions for your first Payment Request after your Advance Payment Request. To comply with DED's policies, you must provide source documentation for all your eligible expenses, including those covered by the Advance. These instructions will guide you on how to correctly log those expenses and submit the documentation. After these “First Payment Request After an Advance” instructions, you will follow the guide above beginning with Create Expenses and ending with How to Complete the Request for Funds Report.

You should not create the first Payment Request after an advance until your expenses *exceed* your original advance amount. You will need to log expenses to justify each advance you have already received before submitting another Payment Request. The first Payment Request after an advance must be a Reimbursement Payment Request. If you require another Advance Payment Request, follow the instructions below to submit a $0 Reimbursement Payment Request and then submit your advance.



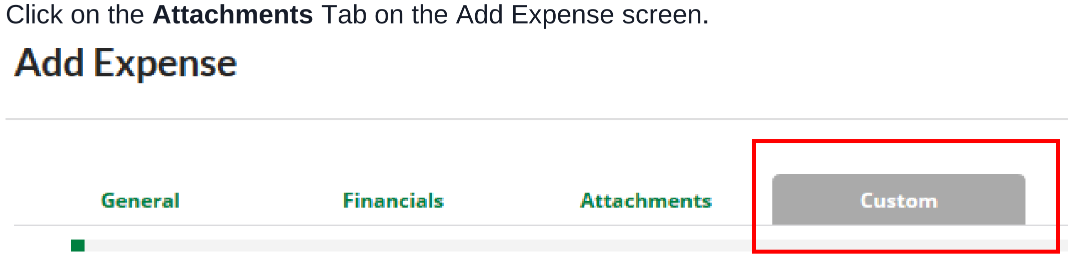
Before Creating the Payment Request

Creating expenses and closing Budget Reporting Periods will follow the steps described above from step 3 to 27.

71. Enter all expenses, including the ones that justify the advance you already received. This includes attaching source documentation.
    a. For expenses that justify an advance:
        i. You will need to fill out some additional fields. See the section below for more information.
        ii. You also need to attach the bank statement and cleared check to the expense.

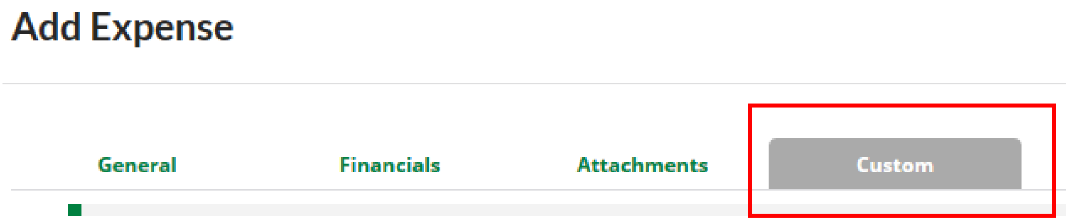
Expenses Justifying an Advance

72. Click on the **Attachments** Tab on the Add Expense screen.

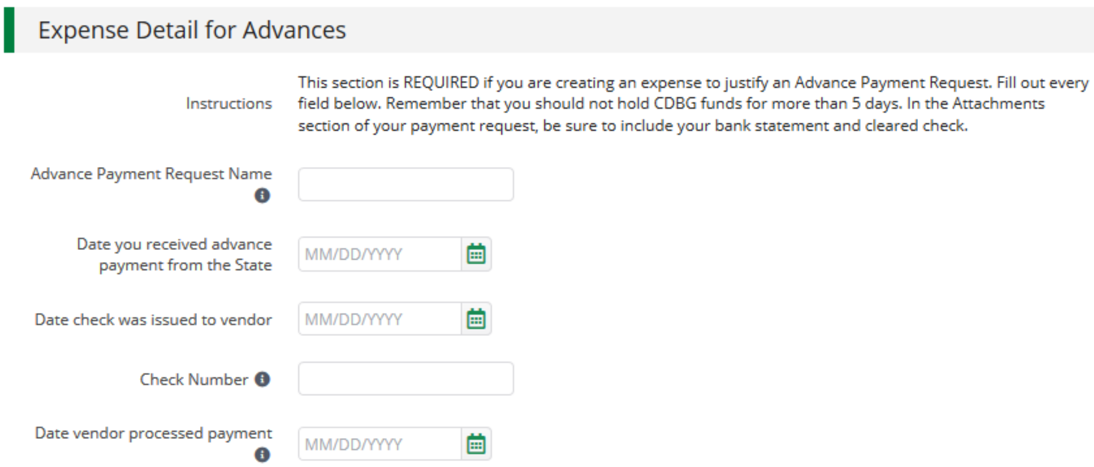


73. UPLOAD: the source documentation you originally submitted on the Advance, your bank statement, and the cleared check.

74. Click on the **Custom** Tab on the Add Expense screen.

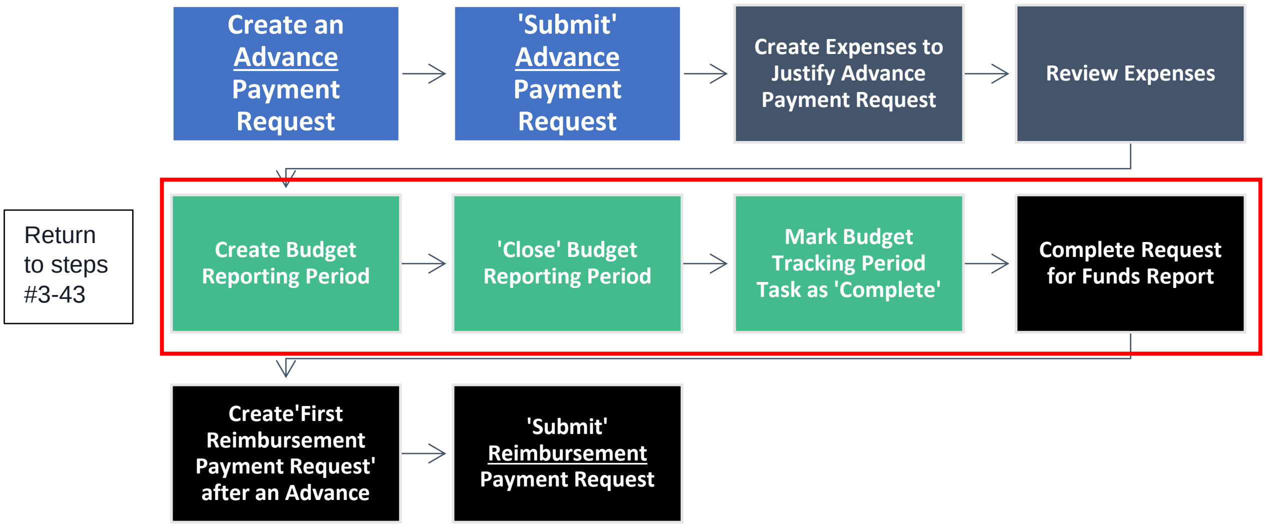


75. Complete the fields in the **Expense Detail for Advances** section. All fields are **REQUIRED.**

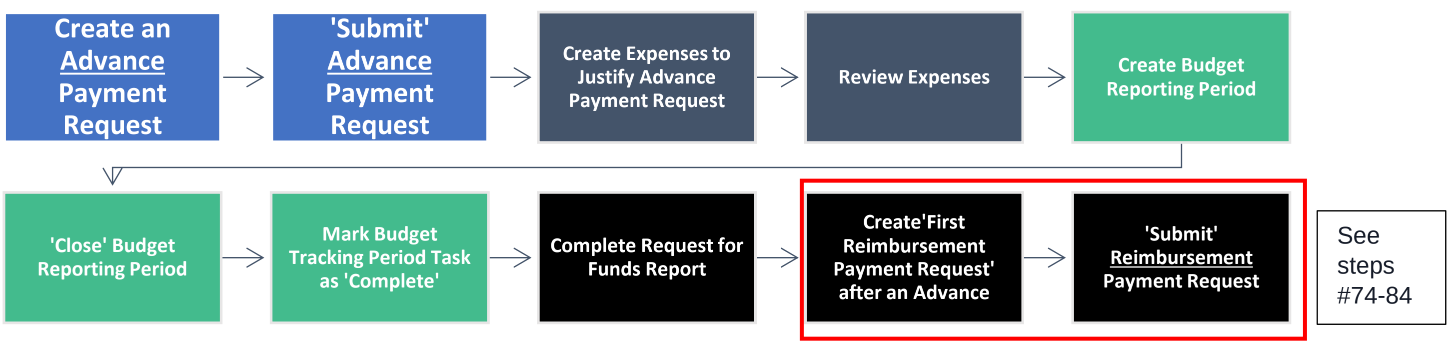


- **Advance Payment Request Name:** Enter the EXACT name of the Advance Payment Request for which you are entering an expense.
    - You can find the name in Post-Award > Cash Flow > Payment Requests.
- **Date you received advance payment from the State:** Enter the date you received funds from the State
- **Date check was issued to vendor:** Enter the date you issued payment to the vendor
- **Check Number:** Enter the check number for the payment issued to the vendor. Use the check number or EFT (Electronic Funds Transfer), whichever is applicable.
- **Date vendor processed payment:** Enter the date the vendor processed the payment. This is the day the check cleared.

76. Close the Budget Reporting Period and Complete the Request for Funds Report (see steps 3-43). ***NOTE:*** *If you need to submit a Reimbursement Request for $0, you do not need to complete the Request for Funds report. (This would only occur if you are submitting two advances in a row.)*

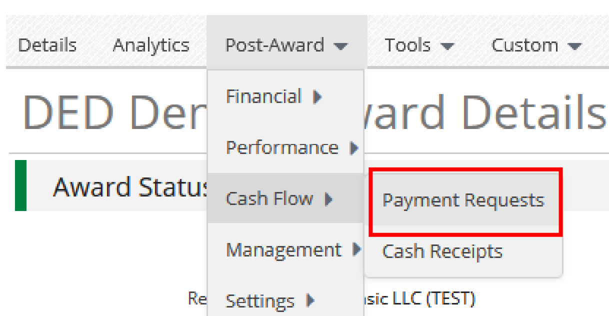


Create Payment Request



77. Go to the Payment Request screen:

    Grant Management (left navigation) > Grants > [Choose Your Grant] > Post-Award (tab) > Cash Flow > Payment Requests



78. Click the **+ icon** in the top right.

NOTE: *Following an Advance Payment Request, you must submit a Reimbursement Payment Request to justify the advance. If you require two advances in a row, you MUST submit a $0 Reimbursement Request.*

79. Fill out the fields in the payment request:

- **Payment Request Name:** "Payment Request [#]".
  - If there have been 3 *APPROVED* previous payment requests, current request is #4.
  - On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests.
- **Date Created:** [Enter today's date]
- **Related Reporting Period(s):** [Select all Reporting Periods you have available]
- **Payment Type:** Reimbursement

NOTE: *Contact your Program Manager for them to 'Reject' your Budget Reporting Periods if you need to edit your Grant Funded and Match fields in your expenses. You will not be able to edit a 'Closed' expense.*

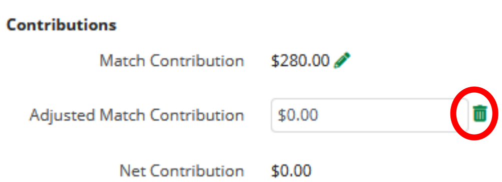
Costs

Auto populates what has been entered as expenses in Reporting Periods.

80. Do not add an 'Adjustment' field to a budget category.

Contributions

81. Verify that there is not an **Adjusted Match Contribution**. If you have an **Adjusted Match Contribution** field, click the **Trashcan icon** next to it.



Totals

82. **Net Total:** Verify Net Costs and Net Contribution amounts are correct.

83. **Requested Amount:** [Enter the 'Net Total' amount – Previous Advance Amount]

    Click the **Remaining Award Balance** link and verify that your **Remaining Available Grant-Funded Amount** is equal to or less than your **Requested Amount** for this Payment Request.

    NOTE: *Hover over the* *icons to see how each field is calculated.*

Additional Information

84. **Comments:** [Enter how much your previous advance was to explain why you reduced the Requested Amount.] [If you are requesting two advances in a row, please note that here as well].
    a. E.g. Previous advance was $1,500, so I reduced the requested amount to account for the advance.
    b. E.g. Previous advance was $1,500. I need another advance, so I reduced the requested amount to $0.

85. **Upload File(s):** Attach your signed completed **'Request for Funds'** form here. The Request for Funds form must be signed in blue ink. For instructions about how to run the report on AmpliFund, see the How to Complete Request for Funds Report section above.

    NOTE: *If you need to submit a Reimbursement Request for $0, you do not need to complete the Request for Funds report. (This would only occur if you are submitting two advances in a row.)*

86. Click **Submit** if you are done. Click **Create** if you want to submit later.

Clicking 'Submit' will create an automatic email to DED that you have submitted this Payment Request.

Payment Request Notification

87. You will receive an email notification when the Payment Request has either been 'Approved' or 'Rejected' by your Program Manager.

End of First Payment Request After an Advance.

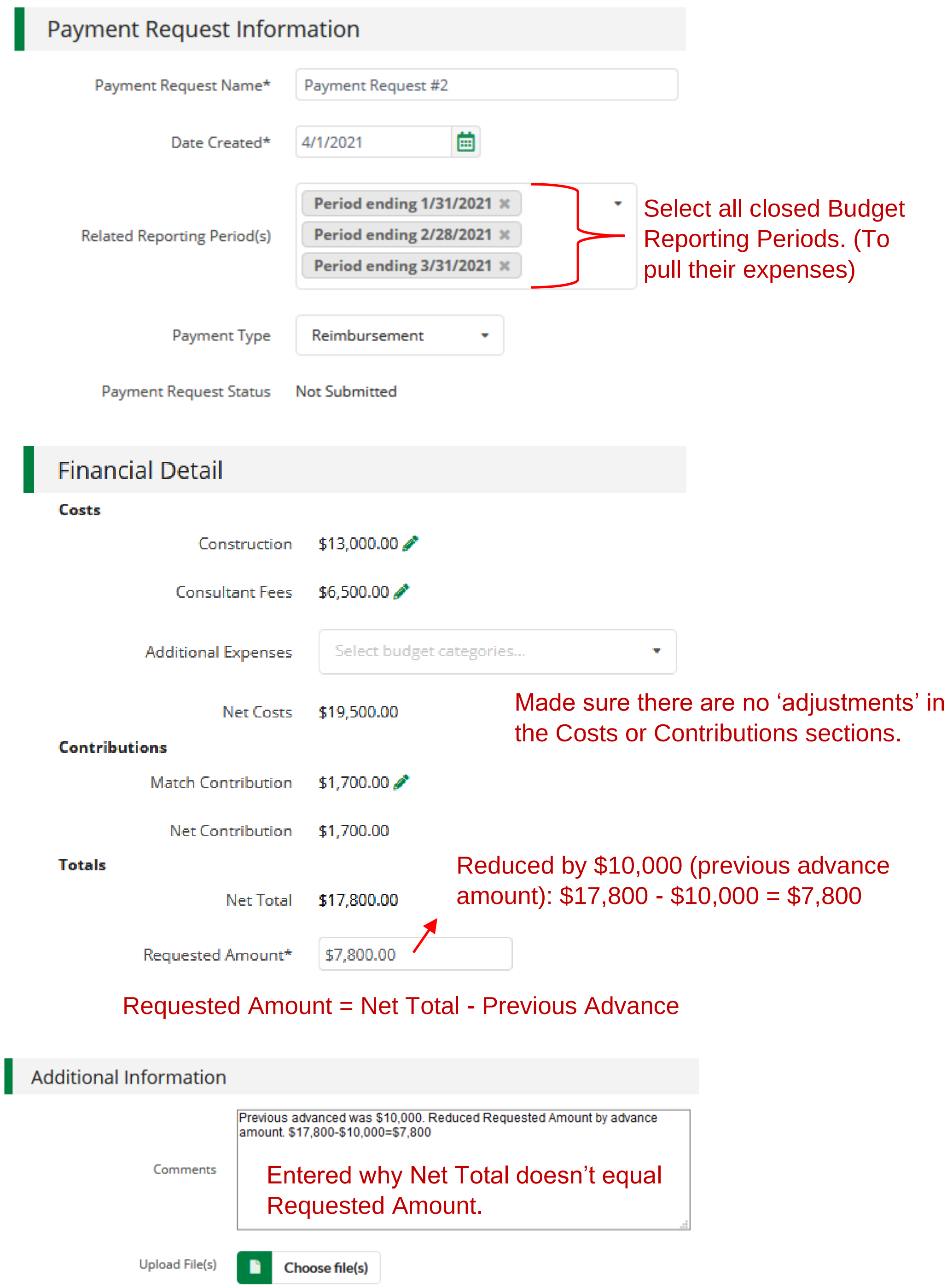
Example:

See the below for an example of a payment request that is submitted after an advance.

Award Details:

- *Grant-Funded Amount: $20,000*
- *Cash Match Amount: $5,000*

Recipient previously submitted an advance for $10,000 of grant funds. They have now entered in expenses for $19,500, which includes the justification for the $10,000 grant funds previously received as an advance. They closed the reporting periods for those expenses and are ready to make their first payment request following the advance.

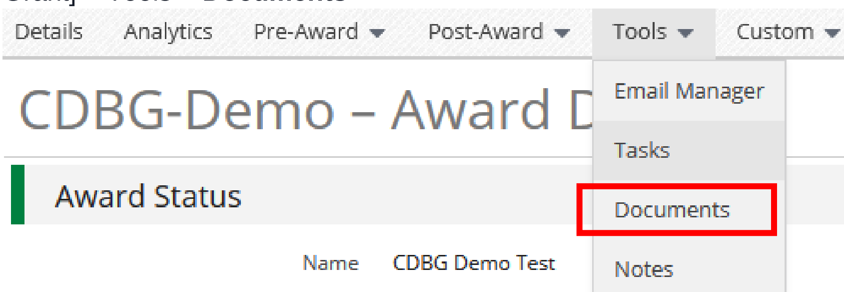


Uploading Documentation

Uploading Professional Service Agreements

If you are submitting a payment request for an award, that has associated invoices tied to a professional service agreement, you will need to upload the applicable professional service agreements to the folder called "Professional Service Agreements" within the "Public" Folder, under the "Recipient Upload" Folder.

88. Navigate to your award: AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > **Documents**

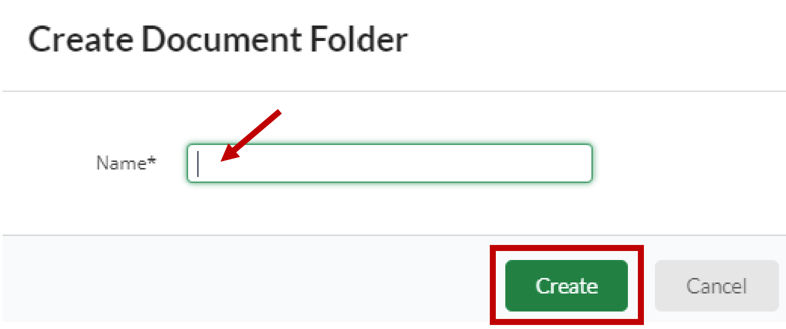


89. Click on **Public** > **Recipient Upload > Professional Service Agreements**

NOTE: *If you have Professional Service Agreements for more than one vendor, please create a folder for each vendor.*

90. Click the create folder icon in the upper right-hand corner

91. **Type** in a name for the folder and click **Create.** The folder should have the name of the type of professional service agreement (e.g., General Administration, Housing Management, Construction Management, Lead Based Paint).



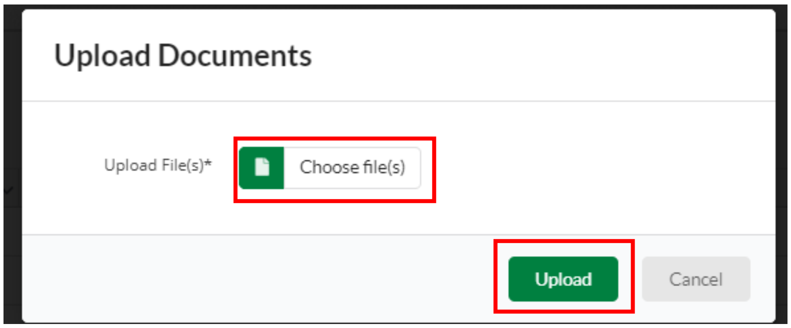
92. Once your folder is created, open it.

93. Click on the **Upload Documents icon**

94. Click **Choose files(s)**

95. Select professional service agreement documents and click **Open**.

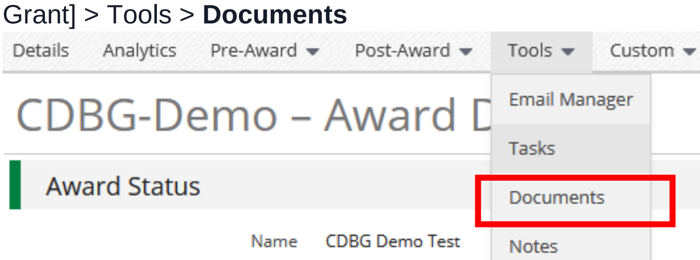
96. Click **Upload.**



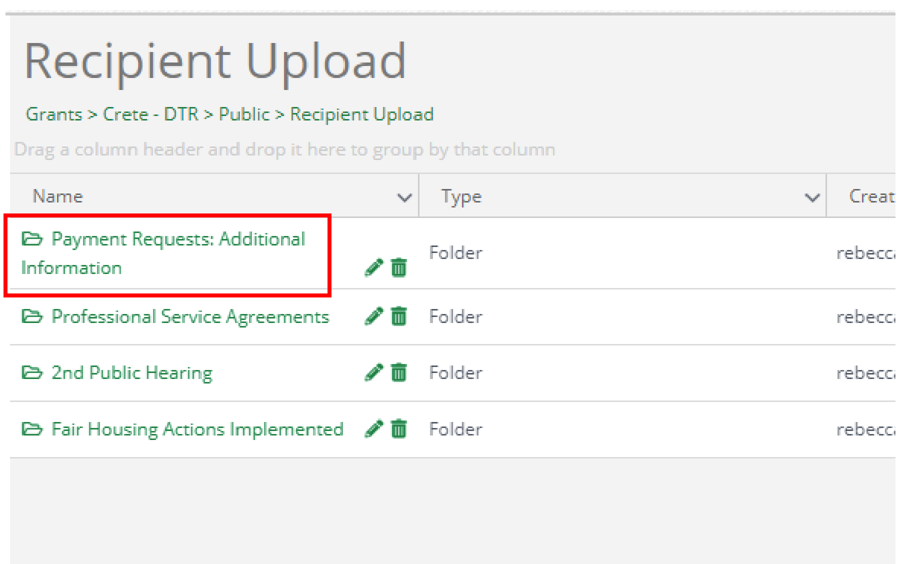
Uploading Documentation for Payment Requests

After you have received federal funds, you will need to provide your bank statements to DED. You will upload the applicable files.

97. Navigate to your award: AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > **Documents**



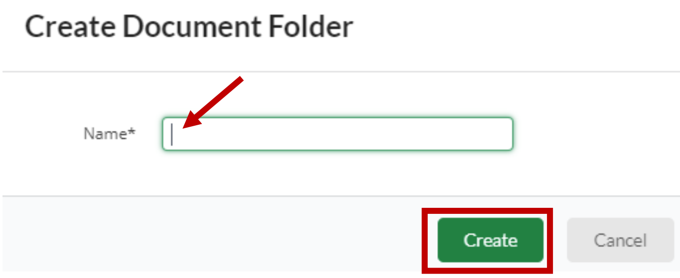
98. Click on **Public** > **Recipient Upload** > **Payment Requests: Additional Information**



NOTE: *You will create a folder for each payment request. These folders should have the EXACT name as the payment request.*

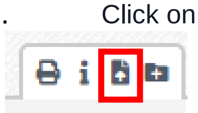
99. Click the create folder icon in the upper right-hand corner

100. **Type** in a name for the folder and click **Create.** The folder should have the EXACT name as the payment request (Example: Payment Request #1).



101. Once your folder is created, open it.

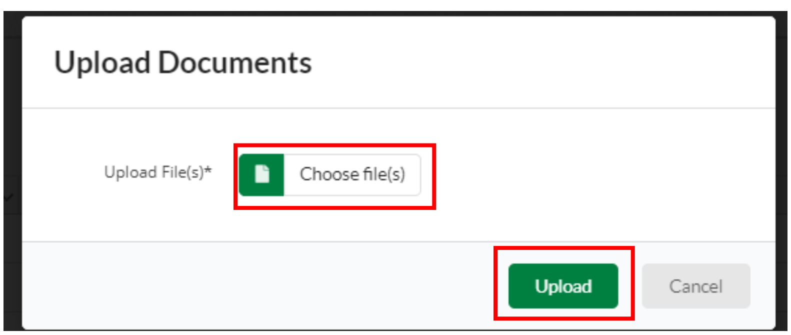
102. Click on the **Upload Documents icon**



103. Click **Choose files(s)**

104. Select the bank statement(s) related to your payment request and click **Open.** When uploading files, use file names that are descriptive of what is being uploaded.

105. Click **Upload.**



End of Uploading Documentation.